



**Developmental Disabilities
Council of Oklahoma**

2400 N. Lincoln Blvd.
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**State Plan Committee Meeting Agenda
Friday, March 21, 2023 @ 1:30pm
Sequoyah Building, Room 310,
2401 N. Lincoln Blvd., Oklahoma City, OK 73105**

DDCO Officers

Council Chair
AJ Griffin, Edmond

Vice Chair
Vacant

Secretary
Vacant

Parliamentarian
Vacant

DDCO Staff

Executive Director
Jenifer Randle

Administration Officer
Alissa Patterson

**Planning & Grants Management
Director**
Melissa Gituma

Advocacy Training Coordinator
Brad Mays

- I. Call to Order and Recognition of Quorum
- II. Discussion and Possible Voting: Meeting Minutes of January 6, 2023.
- III. Presentation of Proposals
 - A. SoonerSuccess
 - B. Great Plains Museum
- IV. Discussion and Possible Voting: Contract Proposals
 - A. SoonerSuccess
 - B. Great Plains Museum
- V. Other New Business
- VI. Adjournment

perceptions and attitudes toward people with developmental disabilities.

State Plan Committee Minutes

Developmental Disabilities Council of Oklahoma

DATE: Friday, January 6, 2023

TIME: 1:06 PM

PLACE: 2400 N. Lincoln Blvd, Sequoyah Bldg. Rm. 531, Oklahoma City, Oklahoma 73105

BE IT REMEMBERED that on Friday, January 6, 2023, at 1:06 pm, the State Plan Committee met at 2400 N. Lincoln Blvd, Sequoyah Bldg. Rm. 531, Oklahoma City, Oklahoma 73105 in accordance with the Open Meetings Act.

NOTICE of the schedule for all regular and special meetings of the DDCO State Plan Committee for the calendar year 2023 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Thursday, January 5, 2023, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.



- I. CALL TO ORDER:** Shelly Greenhaw called the meeting to order at 11:46 am.



II. ROLL CALL:

Preset:	Shelly Greenhaw	State Plan Committee Chair
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	Janie Fugitt	ATO Chair
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	AJ Griffin	Council Chair
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	Sharon Garrity	Finance Committee Chair
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	RoseAnn Duplan	Designee for Melissa Sublett
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	Wanda Felty	Committee Member
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Absent:	Lindsey Spoon	Committee Member
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Guests:	Angela Duckett	
	Kodey Toney	
	Miranda Hooper	
Online:	Alicia Murie	Parliamentarian
Staff:	Jenifer Randle	Executive Director
	Melissa Gituma	Planning Grant Management Director
	Bradley Mays	Advocacy Training Coordinator
	Alissa Patterson	Administrative Officer (online)
	Mark Lewis	Comptroller

By roll call, having determined there were sufficient members to make a quorum, business was conducted.



III. **Review of the Minutes of the State Committee Meeting of October 10, 2022.**

DISCUSSION: The minutes from the October 10, 2022, were reviewed.

ACTION: Motion by Shelly Greenhaw and seconded by AJ Griffin to approve the October 10, 2022, State Plan Committee meeting minutes.

MOTION: Carried



IV. **Discussion: Contract Proposals**

DISCUSSION: Presentation of proposals

A. Dale Rogers Training Center Videos

- a. Their goal is to complete production of instructional videos that will add a third, fourth and fifth to the series. The third video will follow Tammy throughout her day at her group home, traveling to work and interactions between co-workers. The fourth video will focus on the business benefits of hiring those with disabilities. The fifth video will highlight the opportunities to become within the community outside of work.
- b. They have requested funding of \$13,687.50.



- c. Discussion/Questions: The question was asked about within the budget there was a charge for 2 cameras. What was this charge exactly for? Angela Duckett explains that this charge was for the main footage of the video and the second camera was for additional stock footage. Another question was asked if the proposed cost included the cost of a camera. Ms. Duckett responds that this is the cost of production/equipment only. Janie Fuggit discusses how the video's can help promote more social interaction between people with disabilities. Ms. Duckett reinforces that the video's help to provide this support and help for social interactions.

B. Oklahoma Self-Advocacy Network (OKSAN)

- a. The goal for this year is to make sure that all materials are updated and accessible to individuals. This is going to be a data driven year to include updates for all materials and online trainings. There will be 6 future trainings, with meetings to discuss those. There is also the want to expand in the networking with other groups.
- b. They have requested funding of \$44, 237.
- c. Discussion/Questions asked:
 - Would be any changes in FY24 compared to this current year? Miranda Hooper reported yes, there will be emphasis on data on how affective all the trainings are. Making sure that the trainings are beneficial and helpful, with additional trainings in focused rural areas. T
 - What tools are being used for the evaluation of the trainings and sub-contracting? Ms. Hooper explains that data is collect through a program that is used at OKSAN, with the addition of emoji's for online trainings. Ms. Hooper states that she is not sure on how sub-contracting is evaluated. However, supporting documents are now being kept to help with further evaluations and invoicing.
 - Clarification was asked about the logic model and stipend payments. Wanda Felty reported that the model used was from year 1 and needs to be updated. The question was asked, how did they plan to track the trainings being conducted in rural and non-rural counties? Ms. Hooper states that

they already have those counties identified, and on the proposal they will show where the SAP is and then all others will fall under another category.

C. Youth Expedition

- a. Their mission is host a 3-day recreational event centering on middle and high school students. This event will provide developmentally appropriate opportunities to learn leadership skills, job skills, self-advocacy skills, team building and positive ways to connect with peers and providers.
- b. They have requested \$22,500.
- c. Discussion/Questions:
 - Would there be a sibling training this year just as previous been done? Kodey Toney states that there will be the same concentration of information for siblings as there previously was.
 - Is this sustainable from year to year and if there was ideas for expansion? Mr. Toney states that they cover much of the counties in eastern Oklahoma. Yet they will not turn away anyone who is wanting to show and participate.
 - Is there ability to support up to 80 individuals?. Mr. Toney states he could work with that many, but thinks that 70 is more around the number he could completely support.
 - Are there any additional staff other than the 4 listed? Mr. Toney answers with yes, there are only 4 staff members, but with additional volunteers/mentors there will be more individuals to assist with the event.
 - Will there be background checks for individuals (staff and volunteers) since they will be housed in dormitories? Mr. Toney says that his staff has gone through background checks, but will look into those additional participants.
 - Who (students) will be the targeted individuals to attend? Mr. Tobey states that people within the local schools and communities, to include Special Olympics and other groups.

- When is the event proposed for? Mr. Toney reports they are planning for the first part of June/second week of June. Ms. Randle asks if the date can be discussed due to YLF.

d. Further discussion: The discussion was asked that the cost of background checks should be included in the overall proposed costs.

V. Discussion and Possible Voting: Contract Proposals

A. Autism Foundation of Oklahoma (AFO)

- a. Per the last meetings concerns, questions were answered in regards to job training, inclusion of developmental disability persons and addition of targeted employers. There is openness to adjust all of these in regards to funding.

ACTION: Motion by Shelly Greenhaw and **seconded by** to approve the AFO proposal, with funding to be approved at later date by the counsel not to exceed the original amount.

MOTION: Carried



B. Opportunity Orange Scholars (OOS)

- a. The funding amount of \$115,635 to be paid by the counsel for the salary and benefits of an additional staff member. The staff member will be added to their program no later than August 2023.

ACTION: Motion by Shelly Greenhaw and **seconded by** to approve the OOS proposal, with funding to be approved at later date by the counsel not to exceed the original amount.

MOTION: Carried

C. Dale Rodgers Training Center Videos

ACTION: Motion by Sharon Garrity and seconded by Shelly Greenhaw to approve the Dale Rodgers Training Center videos proposal, with funding to be approved at later date by the counsel not to exceed the original amount.

MOTION: Carried

D. OKSAN

ACTION: Motion by Ms. Griffin and seconded by Ms. Greenhaw to approve the OKSAN proposal, with funding to be approved at later date by the counsel not to exceed the original amount, with a requirement to provide additional data.

MOTION: Carried

E. Youth Expedition

ACTION: Motion by Ms. Griffin and seconded by Ms. Greenhaw to approve the Youth Expedition proposal, with funding to be approved at later date by the Council, but an increase in requested amount by decreasing the match required to 90% and not to exceed 90% of the total budgeted amount (\$27,000). This increase will allow for coverage of background checks.

MOTION: Carried

VI. Other New Business

VII. Adjournment

The meeting ended at 3:05 pm.

Project Proposal Summary

Project: SoonerSuccess

Organization: OU

Proposal:

The goal of this proposal is to expand the current respite options available in Oklahoma for those identified as primary caregivers of children and adults with I/DD.

The new respite option would provide longer respite opportunities in formats that will also offer social connection for both caregiver and self-advocates.

New respite option would include:

1. A weekend retreat for family caregivers. Over the course of the weekend, family caregivers would benefit from the following:

- A respite voucher to cover the cost of providing a substitute caregiver for their loved one.
- Meals and lodging for all caregivers during the weekend retreat.
- Social connection – Each retreat will include group activities designed to encourage connection between the caregivers and parent to parent mentoring/support.
- Surprises - Drawings for door prizes focused on self-care or utilizing local recreational opportunities will be incorporated into all retreats.
- A gift bag of self-care items and self-care educational materials.
- Down time –the most fundamental type of self-care is the opportunity to simply relax. Each retreat will incorporate some unstructured time to relax or strengthen partner relationships. To ensure options for caregivers, each retreat site will offer indoor and outdoor activity suggestions.
- Whole family support – Prior to their retreat each caregiver will receive a 1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to the resources, and supports across the lifespan that would benefit their family's unique needs. The service navigation will also include the use of life course tools created by the ARCH National Respite Network to help each family identify ongoing respite resources and supports.
- A DDCO board member will also be invited to share about the activities and programs of the Council with the group and DDCO handouts/materials will be disseminated.
- Bilingual staff will be available to assist caregivers who are Spanish speaking.

Assessment: Intention will be put into making each retreat available to diverse populations within our state and pre and post-weekend surveys will be completed with participants to determine the impact of the respite on their stress level as well as their satisfaction with the content and implementation of the retreat.

A multi-night Respite/Sibshop camp for children with special needs and their typically developing siblings. This option would provide a multi-night camp for individuals with intellectual and developmental disabilities, plans would include the possibility of ages 8- 25, this will be held in partnership with the Cavett Kids Foundation at no cost to the family.

- The children would enjoy camp activities in combination with custom Sibshop activities geared especially for children who have siblings with special needs.
- While the kids are enjoying camp, family caregivers will have the opportunity to enjoy 3 days of

respite and relaxation.

Project Proposal Summary

- Self-care educational materials will be provided to family caregivers.
- A 1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, and supports across the lifespan that would benefit their family's unique needs.
- Pre and post-camp surveys will be completed by each participating family.
- Bilingual staff will be available to assist campers who are Spanish speaking.

Council	Match (in kind)	Total
\$ 108,496	\$ 47,340	\$ 155,836

Goal 2, Objective 2: Oklahomans with developmental disabilities and their families will have increased access to resources, services and supports across the lifespan that will allow them to live their best lives.

Project Proposal Summary

Project: Certified Autism Center Proposal

Organization: Museum of Great Plains

Proposal:

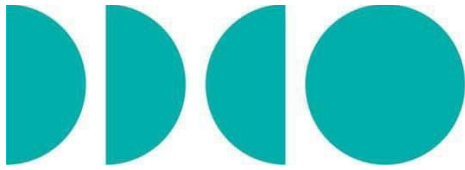
The project will provide A free quarterly event where the museum is open only to those who are members of the neurodiverse community. The museum will undergo two certifications (KultureCity and IBCCES) to ensure employees have the proper training to interact with the neurodiverse community.

Applicant is unaware of any other place doing this. This is a unique event because the museum serves many underprivileged cities and towns in southwest Oklahoma, an area where there is not many events or locations that cater to the neurodiverse.

The program will integrate learning in a controlled environment Learning Environments and Social Interactions: Due to the layout of the museum, you are bound to interact with other visitors, during this event the caretakers/parents/etc will not have to worry about any stigmas or prejudices. Communication: Although we will have cards with various emotions and needs on them, this environment also allows for communication without having to yell.

Council	Match (in kind)	Total
\$3,528.00	\$0 – in kind	\$3,528.00

Goal 3: Community Awareness and Inclusion: By 2026, individuals with developmental disabilities will have greater opportunities for meaningful friendships and relationships, recreation activities and social inclusion in their communities. The museum will provide a safe and understanding environment where those who are neurodiverse can establish friendships, have fun and practice/learn new social clues and inclusion techniques.



Developmental Disabilities
Council of Oklahoma

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800-836-4470 (Toll-free V/TDD)

www.okddc.ok.gov

Unsolicited Proposal & Application for Contract Funding

**Read this entire publication prior
to starting the application.**

General Information

The Developmental Disabilities Council of Oklahoma (DDCO) welcomes unsolicited proposals and applications for contracts to fund activities that will advance the independence, productivity and inclusion of individuals with developmental disabilities.

- All proposals and applications must be for activities currently included, or eligible for inclusion, in the 5 Year DDCO State Plan found at okddc.ok.gov
- Applications must be complete for consideration by the Council.
- Incomplete applications will not be considered.

The Council does not provide grants. All funding is provided through a contract in which the vendor agrees to perform specific duties. DDCO requires all contractors, and thus all applicants through this process, to contribute matching funding that is not derived from federal sources. Typically, a match is expected to equal or exceed 25% of the total activity costs. An exception to this rule is made for projects that specifically serve a designated poverty area. In those situations, the Council expects a contractor to contribute a minimum of 10% of the total activity costs. Other exceptions to the 10% or 25% match requirement may be negotiated but are rarely approved. The required match may be in the form of cash, direct expenditures, indirect expenditures or in-kind contributions, but may not include any direct or indirect federal funds.

Federal law prohibits the Council from investing in real property, building enhancements, vehicles, or vehicle enhancements. Generally, any equipment purchased via a Council grant should be an item that could be returned to the Council in the event of contract cancellation.

The Council does not consider grant applications that would provide any item solely for the use of a single individual – such as a wheelchair or other personalized assistive technology.

Proposals for a contract of \$5,000 or less:

- Proposals for contracts less than \$5,000 are approved by the Executive Committee.
- Applications received prior to the last day of the month are reviewed at the next scheduled meeting, usually the following month.
- The applicant will be notified by email within ten business days of a final decision.
- A resulting contract will have an effective start date of no less than 45 days from the approval date.
- Per Oklahoma Statute, no funding will be reimbursed for any good or service purchased prior to the effective start date of a contract.

Proposals for a competitive contract more than \$5,000:

- Per Oklahoma statute, proposals from non-governmental entities in excess of \$5,000 must be competitively bid. Governmental entities include state agencies, local government agencies, tribal governments, public school districts, or public colleges and universities. Non-governmental organizations include, but are not limited to, not-for-profit corporations and for-profit corporations. Individual persons are also non-governmental organizations for this purpose.
- All state purchasing, including competitive contracting, is managed by the Oklahoma Office of Management and Enterprise Services. Questions regarding the competitive bidding process should be directed to the Central Purchasing Division at the Office of Management and Enterprise Services. The website for purchasing guidelines is: <https://omes.ok.gov/services/purchasing/reference-guide>
- DDCO is prohibited from having contact with ALL persons or organizations submitting proposals that are subject to competitive bidding. If you or your organization is submitting a response for a competitive contract, or is part of any other organization's proposal for a contract, please DO NOT discuss or disclose any information about your proposal with any DDCO member or staff.
- General Timelines:
 - Proposals received between May 1 and October 31 are evaluated by a committee, and if approved, a recommendation is forwarded to the full Council for a decision in January. If approved by the Council, contracts may become effective March 1 or April 1.
 - Proposals received between November 1 and April 30 are evaluated by a committee, and if approved, a recommendation is forwarded to the full Council for a decision in July. If approved by the Council, contracts may be effective September 1 or October 1.
- The applicant shall be notified by email within ten business days of a final decision.
- Per Oklahoma Statute, no funding shall be reimbursed for any good or service purchased prior to the effective date of a contract.

If you have questions, contact DDCO via email: jennifer.grover@okdhhs.org or by telephone at (405) 521-4984.

REQUIRED SUBMISSION DOCUMENTS

UNSOLICITED PROPOSAL

&

APPLICATION FOR CONTRACT FUNDING

PART I – Contact Information

Full Legal Name of Organization: Board of Regents of Oklahoma Health Sciences Center

Mailing Address: 865 Research Parkway, URP865-450

City: Oklahoma City State: OK Zip: 73104-3609

Email: HSCORA@ouhsc.edu

Phone: 405-271-2090 FAX: 405-271-8651

Website: http://soonersuccess.ouhsc.edu

For DDCO Use Only - Date Received:

PART II – Contract Limitations & Conflict of Interest

The Oklahoma Office of Management and Enterprise Services has established policy for the purchase of goods or services by a State agency. A contract with DDCO represents such a purchase. As part of the Council's compliance with the Central Purchasing Act, staff must ensure no collusion or conflict of interest exists between the Council and any individual or organization entering into a contract. Entities of State Government are exempt from the Central Purchasing Act.

Please read below, check appropriate boxes, then sign and return the page with your packet.

A1 I am submitting this proposal on behalf of an entity of State Government.

Yes ☒ No ☐

If "Yes," this form needs only to be signed at bottom of the page; if "No" continue to A2.

A2 I understand and agree that submission of this proposal on behalf of myself as an individual, or on behalf of an organization of which I am a part that is NOT an entity of State Government, creates the following restrictions for proposals in excess of \$5,000:

- Prohibits persons, whether as individuals or as an affiliate or an organization, from participating in the development of a competitively bid contract, including, but not be limited to, writing a scope of work or developing a project outline.
- Causes myself and my organization to be ineligible to respond to any resulting ITB, RFP, or other competitive purchasing methodology defined in the Central Purchasing Act.

I understand and agree to the restrictions as outlined in A2 above: Yes ☐


A3 Do you, or does your organization, have personal, professional, or financial relationship with any members or staff of the Developmental Disabilities Council of Oklahoma? This disclosure does not necessarily create a real or perceived conflict of interest, but disclosure of such relationships is required.

Yes ☒ No ☐

If "Yes", please attach a separate page detailing the relationship(s).

Professional: Previous and current contracts between the University of Oklahoma Health Sciences Center (OUHSC) and the DDCO exist.

A4 Under penalty of perjury, I attest the above representations are complete and correct.



Signature of Applicant

Cathleen Rychner, Interim Team Lead, _____

Printed Name

1/20/2023 _____

Date

PART III - Proposal

The DDCO reviews complete and materially accurate submissions. The information provided in Part III will assist committee members in understanding your application and any expectations for DDCO. Provide responses to the following questions on a separate attachment.

B1 Provide a written overview of the proposal. (750 words or fewer)

The goal of this proposal is to expand the current respite options available in Oklahoma for those identified as primary caregivers of children and adults with I/DD. The caregiver group will include parents, single individuals and any others in the caregiver category who are caring for a loved one with I/DD. All caregivers supporting an individual with I/DD will be eligible, regardless of their current status in seeking support services for their care receiver.

The new respite option would provide longer respite opportunities in formats that will also offer social connection for both caregiver and self-advocates.

New respite option would include:

1. **A weekend retreat for family caregivers.** Over the course of the weekend, family caregivers would benefit from the following:
 - A respite voucher to cover the cost of providing a substitute caregiver for their loved one with I/DD of any age, in the caregiver's choice of setting.
 - Meals and lodging for all caregivers during the weekend retreat. In Urban settings this would be Friday night through Saturday afternoon and in rural settings this would include Friday night through Sunday morning.
 - Social connection – Each retreat will include group activities designed to encourage connection between the caregivers and parent to parent mentoring/support. Examples might include: mixers, group dining arrangements, motivational speakers, etc.
 - Surprises - Drawings for door prizes focused on self-care or utilizing local recreational opportunities will be incorporated into all retreats.
 - A gift bag of self-care items and self-care educational materials will be provided for each couple/single parent.
 - Down time – We believe the most fundamental type of self-care is the opportunity to simply relax, catch your breath and be present with our own thoughts. Each retreat will incorporate some unstructured time to relax or strengthen partner relationships. To ensure options for caregivers, each retreat site will offer indoor and outdoor activity suggestions. Each caregiver will have the option to participate in as much as they want as well as the option to decline activities and simply be, if that's what they need in the moment.
 - Whole family support – Prior to their retreat each caregiver will receive a 1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to the resources, and supports across the lifespan that would

benefit their family's unique needs. The service navigation will also include the use of life course tools created by the ARCH National Respite Network to help each family identify ongoing respite resources and supports.

- A DDCO board member will also be invited to share about the activities and programs of the Council with the group and DDCO handouts/materials will be disseminated.
- Bilingual staff will be available to assist caregivers who are Spanish speaking.

Assessment: Intention will be put into making each retreat available to diverse populations within our state and pre and post-weekend surveys will be completed with participants to determine the impact of the respite on their stress level as well as their satisfaction with the content and implementation of the retreat.

A multi-night Respite/Sibshop camp for children with special needs and their typically developing siblings. This option would provide a multi-night camp for individuals with intellectual and developmental disabilities, plans would include the possibility of ages 8-25, this will be held in partnership with the Cavett Kids Foundation at no cost to the family.

- The children would enjoy camp activities in combination with custom Sibshop activities geared especially for children who have siblings with special needs.
- While the kids are enjoying camp, family caregivers will have the opportunity to enjoy 3 days of respite and relaxation.
- Self-care educational materials will be provided to family caregivers.
- A 1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, and supports across the lifespan that would benefit their family's unique needs.
- Pre and post-camp surveys will be completed by each participating family.
- Bilingual staff will be available to assist campers who are Spanish speaking.

B2 Has a needs assessment been completed?

Yes ☒ No ☐ If no, why not?

In Community Needs Assessments conducted by Sooner SUCCESS, respite consistently remains a top need identified by both caregivers and the providers that serve them.

In a survey conducted by the Oklahoma Respite Resource Network, 88% of caregivers agreed that respite allowed their loved one to remain at home, 98% of caregivers stated that respite made them a better caregiver, 98% of caregivers said respite increased their ability to provide a less stressful environment, and 79.5% of caregivers said respite contributed to the stability of their marriage.

Assessment results from year one of offering Caregiver Respite Retreats revealed that 99% of our participating caregivers reported that the retreat reduced the stress level in their family. 81% of them reported that they would not have access to respite without the weekend retreat

process offered by Sooner SUCCESS.

B3 Provide a list of all people and organizations proposed to work on the project.

Sooner SUCCESS

Children's Health Foundation

Cavett Kids Foundation The Cavett Kids Foundation hosts camps for kids with chronic and life-threatening conditions. The programs are designed to allow kids to have fun while also connecting to other kids with similar conditions. Their mission is to develop Character, Coping, and Connection for kids living with chronic and life-threatening illnesses.

Potential partners would include retreat venues and catering vendors located across the state:

Potential retreats sites we could utilize include:

- Bed and Breakfasts
- Vineyard locations
- Cabins/Lodges in natural settings
- Urban locations close to recreation centers

B4 Describe the experience and qualifications of the persons and or organization proposed to provide goods and services associated with the proposal.

Sooner SUCCESS, (State Unified Children's Comprehensive Exemplary Services for Special Needs) is a program established over 20 years ago, under the Child Study Center, a division of the section of Developmental and Behavioral Pediatrics at the University of Oklahoma Health Sciences Center. Sooner SUCCESS remains on the fore-front of systems design, family advocacy, policy change and community engagement specifically for families that have been impacted by disability. Sooner SUCCESS is a community-based service available to anyone and any family in Oklahoma that need services and connections to programs in their community that will meet their unique needs.

The primary mission of Sooner SUCCESS is to support and empower parents/caregivers of children with disabilities. The years of extensive and in-depth experience working with parents who feel their family's needs have been dismissed or marginalized due to disability drive Sooner SUCCESS in this mission.

The organizational structure and management model of Sooner SUCCESS creates a continuous loop of communication with families and collaboration with providers that serve in the community. This is accomplished through one-on-one service navigation to families in need; development of community coalitions with a mission to identify service gaps. Working to fill those gaps locally when possible. Regional teams serving as technical assistance hubs that share resources and ideas to identify and resolve similar problems occurring in multiple communities statewide. And lastly, our state level interagency council brings together decision makers from

multiple disciplines to respond to emerging trends indicating the need for change at the policy and procedure level. At each of these levels, Sooner SUCCESS has assembled partnerships and a continuing history of successful collaboration allowing new projects to coalesce smoothly and move into implementation efficiently.

Sooner SUCCESS in partnership with OKDHS Aging Services, administers the Lifespan Respite Voucher Program as well as the Systems of Care Respite Program in partnership with the Oklahoma State Department of Mental Health and Substance Abuse Services. Sooner SUCCESS works in tandem with Aging Services, Developmental Disabilities Services, Oklahoma State Department of Mental Health and Substance Abuse Services and other state programs to increase access to respite. This care coordination model to serve caregivers across the lifespan through the Oklahoma Caregiver Coalition has improved access to not only respite, but other essential resources for family caregivers that have a loved one with a disability.

This comprehensive approach along with expertise, data management, infrastructure and community partnerships put Sooner SUCCESS in an advanced position to provide supports to families raising a child with special needs.

B5 Describe how the proposal will help DDCO meet the goals in the 5 Year DDCO StatePlan found at www.okddc.ok.gov

We believe this proposal will support DDCO State Plan Goal 2, Objection 2

Goal 2, Objective 2: Oklahomans with developmental disabilities and their families will have increased access to resources, services and supports across the lifespan that will allow them to live their best lives.

By increasing the access of families to respite services they can enjoy the benefits of respite:

- Preventing family caregiver burnout
- Preventing adverse health outcomes experienced by the family caregivers due to high stress levels
- Feeling refreshed and renewed
- Providing time for activities the family caregiver enjoys, whether it be reading, gardening, taking a walk, and so on.
- Time for family caregivers to maintain social relationships with friends and other family members to avoid isolation and depression.
- Time for the caregiver to maintain their own lives; to run errands, see their own doctors, and possibly attend support groups with other caregivers.

Individuals with I/DD will also enjoy benefits:

- Experience temporary break from their family caregiver

- Engaging in new activities and environments
- A break from their typical day to day routines
- Potentially learning self-independent skills

Family caregiver will avoid the symptoms of chronic stress:

- Anxiety
- Depression
- Digestive problems
- Headaches
- Muscle tension and pain
- Heart disease, heart attack, high blood pressure and stroke
- Sleep problems
- Weight gain
- Memory and concentration impairment

B6 Define the characteristics of the benefitting population by describing the age, geographic region, culture, language, support needs, type of disability, and the like.

This is data compiled by Sooner SUCCESS in facilitating access to respite for caregivers during calendar year Sept 1, 2021 to Aug 30, 2022.

Age: Caregivers accessing respite have been providing care for individuals from age 1 to 89

Geographic region – Counties served

Counts/frequency: Adair County (1, 0.3%), Alfalfa County (2, 0.7%), Beaver County (1, 0.3%), Blaine County (2, 0.7%), Bryan County (2, 0.7%), Canadian County (10, 3.3%), Carter County (4, 1.3%), Cherokee County (3, 1.0%), Cleveland County (27, 9.0%), Comanche County (8, 2.7%), Cotton County (1, 0.3%), Craig County (1, 0.3%), Creek County (3, 1.0%), Custer County (2, 0.7%), Delaware County (2, 0.7%), Garfield County (38, 12.7%), Garvin County (1, 0.3%), Grady County (3, 1.0%), Grant County (2, 0.7%), Haskell County (1, 0.3%), Jackson County (2, 0.7%), Jefferson County (1, 0.3%), Kay County (11, 3.7%), Kingfisher County (1, 0.3%), Latimer County (1, 0.3%), Le Flore County (5, 1.7%), Lincoln County (3, 1.0%), Logan County (5, 1.7%), Mayes County (1, 0.3%), McClain County (2, 0.7%), Muskogee County (2, 0.7%), Noble County (1, 0.3%), Oklahoma County (90, 30.1%), Osage County (3, 1.0%), Payne County (3, 1.0%), Pittsburg County (1, 0.3%), Pontotoc County (1, 0.3%), Pottawatomie County (2, 0.7%), Pushmataha County (1, 0.3%), Rogers County (6, 2.0%), Seminole County (1, 0.3%), Stephens County (6, 2.0%), Texas County (2, 0.7%), Tulsa County (25, 8.4%), Wagoner County (6, 2.0%), Washington County (3, 1.0%).

Culture

American Indian or Alaska Native - 10.7%
 Asian or Asian American - 2.7%
 Black or African American - 13.0%
 Native Hawaiian or other Pacific Islander - 0.7%
 White - 83.3%

Ethnicity

Hispanic or Latino - 16.1%

Not Hispanic or Latino - 83.9%

Type of disability

Cognitive impairment and/or Dementia - 9.4%

Intellectual/Developmental Disabilities (I/DD) - 64.1%

Mental Illness (MI) and or Substance Use Disorder - 7.7%,

Physical Disabilities - 25.2%

Traumatic Brain Injury (TBI) - 5.7%

Other - 39.9%

No Known Disability - 4.0%

In year 1 of this project, retreats were held in Ringwood, OK (Major County), Tulsa, Oklahoma City, and Sulphur, OK (Murray County).

In year 2 of the project, retreats are being planned in 3 new areas and 1 returning venue, all of these sites will target counties that the Developmental Disabilities Council have identified as high poverty areas. Sites would be:

1. Stillwater – serving Payne County and surrounding area.
2. Grand Lake – serving Northeast Oklahoma
3. Roman Nose State Park – serving Western and Northwestern Oklahoma.
4. Sulphur – which last year was very centrally located and served caregivers in Cleveland, Seminole, Hughes, Atoka, Bryan, Love, Jefferson, Stephens, and Comanchecounties.

In year 3 of the project, we would like to plan retreats in 4 new areas to serve a new set of caregivers (these areas could change due to findings/data during planning stage but are currently being considered):

1. Woodward or Woods County and out into the panhandle. (This area is not considered high poverty, but is an extremely resource challenged area.)
2. Tulsa County, which could include participants from Tulsa and Muskogee counties.
3. Kiowa County, which could include participants from Kiowa, Caddo, Greer, Beckham, and Harmon counties
4. McCurtain County, which could include participants from McCurtain, Choctaw, Pushmataha, and LeFlore Counties.

B7 Describe the expected impact on the target audience described above.

We anticipate family members participating in the respite activities above will experience reduced symptoms of caregiver burnout, increased energy to participate in life activities beyond caregiving, better access to desired services, strengthening relationships within the family unit as a whole, resources & supports and reduced symptoms of chronic stress.

B8 Describe the expected, broad impact on people with developmental disabilities.

We anticipate individuals with I/DD participating in the respite activities above will participate in new social and recreational experiences; reduce overall social isolation; have improved access to supports; and benefit from a healthier and more energized family caregiver: while benefiting the family unit as a whole.

B9 Is the proposal a duplication, continuation, or expansion of work being done in Oklahoma or elsewhere? Yes ☒ No ☐

If yes, describe what is being duplicated and what makes this project unique or different.

We see this proposal as an expansion of our work providing weekend retreats in years 1 and 2 as well as our efforts under the Lifespan Respite Voucher program that we administer in conjunction with the DHS Aging Services division and the Respite Voucher program that we administer for ODMHSAS for their Systems of Care participants. All of the programs provide caregiver respite, but the weekend retreats offer the additional benefits of extended respite, service navigation on both resources and planning to support more consistent respite, and the peer to peer support that occurs when caregivers are in a supportive, relaxing environment together.

B10 Will the proposed project use current best or promising practices in the field of developmental disabilities?

Yes ☒ No ☐

If yes, explain what they are and how they will be incorporated. Please cite source material.

Providing respite is, in and of itself, considered a best practice resource for those with full time caregiver responsibilities. The Administration for Community Living recommends “coordinated systems of community-based respite for family caregivers of children or adults regardless of special need”

In addition, our program will integrate the use of Life Course Tools for Respite as recommended by the ARCH National Respite Network and Resource Center

<https://archrespite.org/consumer-information/lifecourse-tools-for-respite>

B11 When the work is complete, how will it have provided capacity building or systemic change to programs or services for people with developmental disabilities?

The caregiver weekend retreats and sibling camp will be demonstrated models with

established costs that can be replicated or repeated for future groups. By incorporating the life course tools we can also help caregivers generate new ideas for ways to incorporate more respite into their normal day to day routines.

B12 Will the proposal be implemented or offered statewide?

Yes ☒ No ☐

If no, define the counties and cities served and the rationale for why these locations were selected.

No caregiver will be turned away due to their location; however, marketing efforts will be focused in the high poverty areas identified above.

Include all supporting documentation and provide any additional information you would like considered by the DDCO.

PART IV – Performance Measures

The DDCO is required to provide performance measure reports to evaluate the effectiveness of our activities. As a result, DDCO requires contractors to submit performance measure reports annually, at the request of Council staff. Please note that regardless of contract dates, performance measures must be reported within the period of October 1 – September 30 that is inclusive of a contract period. Performance reports include actual counts and / or the collection of survey information, including baseline measures. As a required component of the application, indicate on the list below on the line to the left of the measure data you expect to collect during the proposed work of the contract. Not all measures are applicable. You may identify measures not applicable to this application as “N/A” in line to the left of the measure. The Council reviews this information carefully. Proposers are strongly encouraged to consider data elements their proposals CAN collect and to *minimally* use “N/A.” **These measures and their definitions are listed on the Council’s website** at: <http://okddc.ok.gov/state-plan> Click on the PERFORMANCE MEASURES tab.

INDIVIDUAL & FAMILY ADVOCACY

 IFA 1.1 The number of people with developmental disabilities who participated in the contractor’s project activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

 X IFA 1.2 The number of family members who participated in the contractor’s project activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems. **Life course respite tools, service navigation**

 IFA 2.1 After participation in the contractor’s project activities, the percentage of people

with developmental disabilities who report increasing their advocacy as a result of Council work. This measure will require a baseline percentage and post-activity percentage.

X IFA 2.2 After participation in the contractor's project activities, the percentage of family members who report increasing their advocacy as a result of contractor's work. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

X IFA 2.2.1 The percentage of people who are better able to say what they want or say what services and supports they want or say what is important to them. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

X IFA 2.2.2 The percentage of people who are participating now in advocacy activities. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

_____ IFA 2.2.3 The percentage of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage.

Note: The names of these boards/organizations must be reported.

X IFA 3.1 The percentage of people with developmental disabilities satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. **DDCO consumer survey**

X IFA 3.2 The percentage of family members satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. **Post retreat survey**

SYSTEMS CHANGE

_____ SC 1.1.1 The number of policy and or procedures created or changed.

_____ SC 1.2.1 The number of statutes and or regulations created or changed.

_____ SC 1.3.1 The number of promising practices created.

_____ SC 1.3.2 The number of promising practices supported through Council activities.

_____ SC 1.3.3 The number of best practices created.

_____ **SC 1.4.1** The number of people trained or educated through Council systemic change initiatives.

_____ **SC 1.5.1** The number Council supported systems change activities with organizations actively involved.

_____ **SC 2.1** The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute, or regulation changes.

_____ **SC 2.2** The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

_____ **SC 2.1.1** The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

_____ **SC 2.1.2** The number of policy, procedure, statute, or regulation changes implemented.

_____ **SC 2.1.3** The number of promising and/or best practices improved by systems change activities.

_____ **SC 2.1.4** The number of promising and/or best practices that were implemented.

DEMOGRAPHIC INFORMATION

The Council's federal funders also require demographic information about the people who participated in the activities funded by the Council. This information should be collected from persons who implement the activity; any advisory committee members involved in the activity; participants in any conference, training or similar event; and any "service" or "support" recipients. Data will be collected in the areas of Race/Ethnicity, Gender, Disability Experience, and Geography. Following is the EXACT format required by the Council and its federal funders:

RACE/ETHNICITY:

White, alone
Black or African American alone
American Indian or Alaskan Native alone
Hispanic/Latino
Asian alone
Native Hawaiian & Other Pacific Islander alone
Two or more races
Race Unknown

GENDER:

Female
Male
Other

DISABILITY EXPERIENCE:

Individual with a Developmental Disability
Family Member of an Individual with a Developmental Disability
Other

GEOGRAPHY:

Urban
Rural

In addition to these measures, consumer satisfaction data will also be required annually – in formats provided by the Council. Please discuss this with Council staff upon completion of any signed contract.

PART V – Additional Requirements for Contract Funding

Financial Information (Required for all submissions)

All proposals must include a detailed revenue and expenditure budget, in a proper accounting format, detailing the total costs and revenues of the proposed project. This budget must include:

- The amount requested from DDCO within the context of the budget.
- Identification of funding not currently in place.
- A segregated and detailed account of matching funds to be contributed to the project, and their source.
- A narrative explaining each category of expenditure and source or revenue associated with the project. Revenue sources might include conference registration fees, third party grants, booth rentals, in-kind contributions, etc.

Please note, our federal funding requires specific cost identification for all expenditures associated with the project identified within the terms of the contract. In addition, DDCO funds must be the funding of “last resort.” If net proceeds from the project exceed total expenditures and generate a profit, the DDCO reimbursement shall be limited to the lesser of the contract amount or the amount required to break-even.

Statement of Work (Required for all submissions)

Provide a proposed statement of work for the contractual requirements detailing the goods and services you will provide in exchange for DDCO funding. An example of the format is included.

Sustainability Plan (Required for activities that will continue beyond one year)

For projects or activities that are expected to continue indefinitely, sustainability plans must be included. Typically, DDCO will fund an activity for a maximum of five years. Include a detailed plan and timeframe for the project to become sustainable, including projected budgets, identified partners, annual funding goals for each year, or other such indicators that a project or activity will continue. Sustainability is not solely focused on financial support.

For example, a project to train teachers on positive IEP strategies result in a policy change within a school district or a change in teacher certification requirements. This sustainability proves systems change.

Proposals for activities such as studies that would not continue past a project period do not

require sustainability plans.

Sustainability plan: Sooner SUCCESS would continue to work to increase community connections and awareness about the importance of respite for family caregivers and establish caregiver interest in this method of respite. Over time we would document a model for effective respite retreats and then seek out additional grant funding that could be used to fund additional retreats within the state. Currently, we are actively looking at our Lifespan Respite Enhancement grant to see if weekend respite retreats can be written into it as a respite option and education venue during the next funding cycle. We would also continue to work with individual family caregivers using the life course tools to help them identify new options for personal respite and assist them in accessing the respite voucher program appropriate for their unique situation to assist them in paying for the respite provider.

Logic Model (Required for contracts in excess of \$5,000)

A logic model is a tool used by DDCO to evaluate the effectiveness of the program. An example is included, or you may use one of the many formats found by Googling “logic model.”

Are you a registered vendor with the State of Oklahoma: Yes ☒ No ☐

Legal Entity

Is the proposed vendor applicant an IRS Registered corporation?

Yes ☐ No ☒

If yes, which type: _____

Is the proposed vendor a Government entity:

Yes ☒ No ☐ If yes, provide form of government and name of entity:

Agency of the state of Oklahoma: Board of Regents of the University of
Oklahoma Health Sciences Center

Is the proposed vendor a Tribal Nation:

Yes ☐ No ☒ If yes, name Tribe(s) _____

Is the proposed vendor a sole proprietor: Yes ☐ No ☒

Is the proposed vendor a registered partnership: Yes ☐ No ☒

Social Security or FEI Number: 73-1563627

Authorized Signer

Name of individual with contract signatory authority:

M. Cathleen Rychner, MBA, CRA

Title: Lead Contract/Grant Administrator

Telephone: 405-271-2090

Email: Cathleen-rychner@ouhsc.edu

Primary Contact

Name of individual to contact regarding contract performance & operations:

Aietah Stephens

Title: Director – Sooner SUCCESS

Telephone: 405-271-5700 ext 47803

Email: aietah-stephens@ouhsc.edu

Legal Notices

Name of individual to send legal notices:

Ashley Krukowski, MPA, CRA

Title: Interim Director

Telephone: (405) 271-2090

Email: Ashley-krukowski@ouhsc.edu

Finance Contact

Name of individual responsible for finance and accounting:

Tamara Franklin

Title: Asst. Vic President of Research Financial Services

Telephone: 405-271-2177

Email: tamara-franklin@ouhsc.edu

Please ensure your proposal is complete. Incomplete proposals will not be forwarded for consideration.

Applicants will be notified by email within 10 business days of a decision per the specific timeframes in General Information.

If you have questions or need assistance, contact Jennifer Grover via email at Jennifer.Grover@okdhs.org or by telephone at (405) 521-4984.

For questions related to financial information or budget, contact Mark Lewis via email at Mark.Lewis@okdhs.org or by telephone at (405) 521-4984.

Submit application and all required information by email to:

ATTACHMENT A
Scope of Work
OUHSC – Sooner SUCCESSS Respite Events

DELIVERABLE 1

Vendor will provide an educational packet of information on the importance of self-care along with activities and strategies that can be used to mitigate the stress of caregiving. Packets will be disseminated to caregivers at each regional retreat.

DELIVERABLE 2

Vendor will host 4 weekend retreat respite events for family caregivers in strategic locations to serve Oklahoma caregivers. Each participating family caregiver will receive:

- A respite voucher to cover the cost of providing a substitute caregiver for children or adults with I/DD in the caregiver's choice of setting.
- Complimentary meals and lodging during the retreat (exact times covered will vary by venue) with structured activities to promote parent to parent peer support and connection and optional activities that parents can enjoy during free periods.
- Door prize drawings will feature prizes focused on self-care or utilizing local recreational opportunities
- A gift bag of self-care items and educational materials will be provided for each family.
- A 1 on 1 service navigation session with a Sooner SUCCESS staff member including use of the life course tools customized to identify respite options.
- Pre and post-weekend surveys will be completed with participants.

DELIVERABLE 3

Vendor will host a respite/sibshop camp for children with special needs and their typical siblings. Participants will attend a multi-night camp for kids with intellectual and developmental disabilities, ages 8-25, in partnership with the Cavett Kids Foundation at no cost to the family.

- The children would enjoy typical camp activities in combination with custom SibShop activities geared especially for children who have siblings with special needs.
- While the kids are enjoying camp, caregivers will have the opportunity to enjoy 3 days of respite and relaxation.
- Self-care educational materials will be provided to caregivers at camp drop off.
- A 1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, services and supports across the lifespan that will allow them to live their best lives.
- A post-camp satisfaction survey will be completed by each participating family.

DELIVERABLE 4

- Develop and provide four (4) reports to ODDC detailing all activities and reports cited in the scope of work. First quarterly report shall be submitted thirty (30) days after the end of the quarter. (Oct 15, 2023, January 15, 2024, April 15th 2024, July 15th 2024)
- Develop and provide a final report summarizing contract activities and reporting requirements. The Final Report shall be submitted thirty (30) days after the contract ends (July 30, 2024).

Logic Model for DDCO Funds - Respite					
INPUTS	ACTIVITIES/SERVICES	OUTPUTS	SHORT TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG TERM OUTCOMES
Collaboration between Sooner SUCCESS, Children's Hospital Foundation, and 5 select Retreat Centers	Caregivers for individuals with I/DD of all ages will participate in a Friday to Sunday retreat experience	Reduced caregiver stress and burnout; strengthened relationships, increased peer connection and reduced sense of isolation	Building community awareness about respite and caregiver stress.	1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, services and supports	Participation in weekend retreat resulting in reduced stress, reduced isolation, and improved awareness of self-care strategies
Collaboration between Sooner SUCCESS and Cavett Kids Foundation	Children with I/DD ages 8-25 and their siblings will participate in a multi-night respite/sibshop camp	Reduced caregiver stress and burnout; increased peer connections and socialization for camp participants	Building community awareness about respite and caregiver stress as well as need for sibling support.	1 on 1 service navigation session with a Sooner SUCCESS staff member to ensure that the family has access to resources, services and supports	Participation in respite/sibshop camp by children with I/DD and their siblings. Respite opportunity for caregiver(s) resulting in reduced stress and improved awareness of self-care strategies.
Sooner SUCCESS	Develop educational materials for caregivers on self-care	Educational packet for caregivers outlining ways they can utilize self-care activities and strategies to help manage the stress of caregiving	Research topic and develop packet	Share packets with caregivers at weekend retreats and camp drop off.	Participating caregivers will have activities and strategies they can use to mitigate the stress of caregiving.

We understand the Council can typically fund up to 75% of a project's total budget (total budget x .75). However, if work is done in identified high poverty counties, then the Council can fund up to 90% of a project's total budget (total budget x .90). For this application Sooner SUCCESS is committed to serving caregivers in the following high poverty counties:

Muskogee, Kiowa, Caddo, Greer, Beckham, Harmon, McCurtain, Choctaw, Pushmataha, and LeFlore Counties.

A retreat would also be held for caregivers in Woodward Co. Although this is not identified as a high poverty area it is an extremely resource challenged part of our state.

**Sooner SUCCESS
BUDGET JUSTIFICATION
07.01.23 – 06.30.24**

PERSONNEL

Executive Director: The Executive Director provides administrative leadership to the project. She is responsible for the overall administration of the project, the implementation of the project plan, the supervision of the Regional Coordinators, and the Business Accountant, the Graduate Research Assistant, and fulfilling reporting requirements. The Executive Director is also the Principal Investigator, this position is supported at 1% effort with no cost share.

Regional Coordinator: The Regional Coordinators are supported on this project: Regional Coordinators are responsible for project implementation in their respective Regions. This will include implementation of the Respite Retreats. Regional Coordinators will work under the direction of the PI and assist with project requirements in the regions and administering all aspects of the project at the regional level. The four Regional Coordinators will be on this project. Three are supported at 13% total effort with 8% supported by Council funds and 5% effort cost shared and one is supported at 8% total effort with 8% supported by Council and no cost share.

Program Coordinator/Business Accountant/Admin: Program Coordinator/Business Accountant/Admin (TBH) on this project is responsible to help process project payment expenditures once approved by the Principal Investigator. This position will also assist in providing the budget activity reports as needed. This position is supported at 5% effort cost shared.

Fringe benefits will be applied in strict accordance with the University's approved DHHS rates.

Personnel costs are totaling \$36,453 for this project. \$23,490 is requested to be supported by the DD Council and \$12,963 will be cost shared to meet the project requirements. These amounts include fringe benefits as applicable of the staff on the project.

SUPPLIES

Food/Snacks are supported at \$2,000

Materials/Supplies are supported at \$3,300

Retreat Door Prizes are supported at \$2,000

OTHER DIRECT COSTS

Family Caregiver Retreats: These are specialized overnight respite weekend events for Family Caregivers of individuals with special health care needs/disabilities.

Cavett Kids is supported at \$6,000

Printing/Copies is supported at \$200

Catering is supported at \$7,000

Respite Retreats Room Rental is supported at \$5,000

Respite Vouchers, Fiscal Agent Vendor: Woven Life will be the Fiscal Agent for Respite Voucher payments will be issued to approved Respite Care Providers and the fiscal agent for the voucher payments. The Administrative Fee is 15% of the allocated Respite Funding Amount. Respite Vouchers is supported at \$21,000 and Fiscal Agent Administrative Fee is supported at \$3,150 totaling \$24,150

OTHER & SUPPLIES TOTAL: \$49,650

Lease/work space (cost share): Sooner SUCCESS state team office is located at the University of Oklahoma Health Sciences Center in Oklahoma City. Sooner SUCCESS will report the monthly costs of \$2583.88 lease amount to count towards cost share obligations. These lease costs are not covered by federal funding therefore are allowed to be reported towards cost share this amount to be cost shared is projected to be \$31,007.

TRAVEL

Travel will be used to support the Respite Retreats' Lodging costs for the hotels and selected lodging sites for program personnel and family caregivers participating in the Retreats. In-State mileage expenses for Program staff, to travel to and from each of the Respite Retreats to implement the program. The travel will be reimbursed at actual and reasonable costs based on the established State mileage rate. Travel is supported at \$14,000.

INDIRECT COSTS

Funds contracted to the University of Oklahoma Health Sciences Center will incur the 26% indirect cost rate. Indirect costs are \$21,395.

Sooner SUCCESS will report \$12,963 as unrecovered indirect cost to meet their cost share obligation.

TOTAL PROJECT COSTS: \$155,836

COUNCIL FUNDS REQUESTED: \$108,496

MATCHING FUNDS: \$47,340

July 1, 2023 - June 30, 2024

DDCO BUDGET						
Personnel	Title	FTE	Effort	Requested Salary	Fringe	Total
Aieah Stephens	Executive Director	1.00	1%	\$764.00	\$258.00	\$1,022.00
Lisa Simmons	Regional Coordinator	1.00	8%	\$4,192.00	\$1,417.00	\$5,609.00
Lori Wathen	Regional Coordinator	1.00	8%	\$4,198.00	\$1,419.00	\$5,617.00
Lisa DeBolt	Regional Coordinator	1.00	8%	\$4,206.00	\$1,422.00	\$5,628.00
Eva Smith	Regional Coordinator	1.00	8%	\$4,196.00	\$1,418.00	\$5,614.00
Accounting - TBH	Accounting - TBH	1.00	0%	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL & FRINGE			33%	\$17,556.00	\$5,934.00	\$23,490.00

Other:		
Travel		\$14,000
Respite Vouchers		\$24,150
Printing/Copies		\$200
Catering		\$7,000
Respite Retreats Room Rental	*exempt from F&A	\$5,000
Cavett		\$6,000
Supplies:		
Food/Snacks		\$2,000
Materials/Supplies		\$3,300
Retreat Door Prizes		\$2,000
TOTAL SUPPLIES & OPERATING EXPENSES		\$63,650

MATCH BUDGET		MATCH BUDGET				
Personnel	Title	FTE	Effort	Requested Salary	Fringe	Total
Aieah Stephens	Executive Director	1.00	0%	\$0.00	\$0.00	\$0.00
Lisa Simmons	Regional Coordinator	1.00	5%	\$2,620.00	\$886.00	\$3,506.00
Lori Wathen	Regional Coordinator	1.00	5%	\$2,624.00	\$887.00	\$3,511.00
Lisa DeBolt	Regional Coordinator	1.00	0%	\$0.00	\$0.00	\$0.00
Eva Smith	Regional Coordinator	1.00	5%	\$2,623.00	\$886.00	\$3,509.00
Accounting - TBH	Accounting - TBH	1.00	5%	\$1,821.00	\$616.00	\$2,437.00
				\$9,688	\$3,275	\$12,963

Supplies & Operating Expenses:		
Lease - \$2583.88*12		\$31,007
TOT AL SUP PLIES & OPERATING EXPENSES		\$31,007

Total Direct Costs					\$87,140
Total Indirect Costs			26%		\$21,356
TOTAL COSTS					\$108,496
TOTAL REQUIRED MATCH			25%		\$27,124
TOTAL MATCH					\$43,970
Total Indirect Costs			26%		\$3,370
TOTAL MATCH					\$47,340
TOTAL PROJECT COSTS					\$155,836

Lifespan Respite Grant

Caregiver Needs and Provider Survey Report



Aging Services
and
Office of Performance Outcomes and Accountability

09/02/2016

Lifespan Respite Grant

Caregiver Needs and Provider Survey Report

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Introduction

In 2013 the Oklahoma Department of Human Services received a grant from the Administration for Community Living to enhance the support available to people who care for others across the lifespan. Two separate surveys were conducted to address the goals of this grant. Both surveys were administered electronically through the Business Enterprise Survey Tool (BEST), the online survey software tool used by the Oklahoma Department of Human Services.

The first survey was completed by caregivers and aimed to learn more about the available resources and unmet needs of caregivers in Oklahoma. Participation invitations for the Caregiver Survey were extended via email to 261 individuals who attended caregiver conferences, workshops or support groups, or applied for caregiver services. The survey link was activated on June 2, 2016 and remained open until June 20, 2016. Paper copies of the survey were also distributed to caregivers at caregiver workshops provided by the Alzheimer's Association and Oklahoma Healthy Aging Initiative. In total, 132 caregivers completed the survey.

The second survey was completed by caregiver service providers and aimed to learn more about the availability and capacity of caregiver support services in Oklahoma. Participation invitations for the Provider Survey were extended via email to 99 employees of caregiver support agencies/organizations. The survey link was activated on June 15, 2016 and remained open until July 15, 2016. Paper copies of the Provider Survey were also made available. In total, 67 service providers completed the survey.

It should be noted that there are several limitations to the survey results. The first of

these limitations could be a selection bias with regards to the Caregiver Survey. The Caregiver Survey was completed by caregivers who attended caregiver conferences, workshops or support groups, or who applied for caregiver services. Since these individuals may differ from caregivers who did not attend events or applied for services, without further information, the results of the Caregiver Survey should not be considered representative of all caregivers in Oklahoma. Additionally, it would be possible for one individual to take the survey multiple times if that individual attended more than one event or attended an event and applied for services.

The second limitation lies in the sampling of respondents for both surveys. Though every effort was made to reach caregivers and agencies across the state of Oklahoma, responses indicate that not all Oklahoma counties are represented. This means that these results should not be considered representative of all caregivers or all caregiver support service providers in Oklahoma.

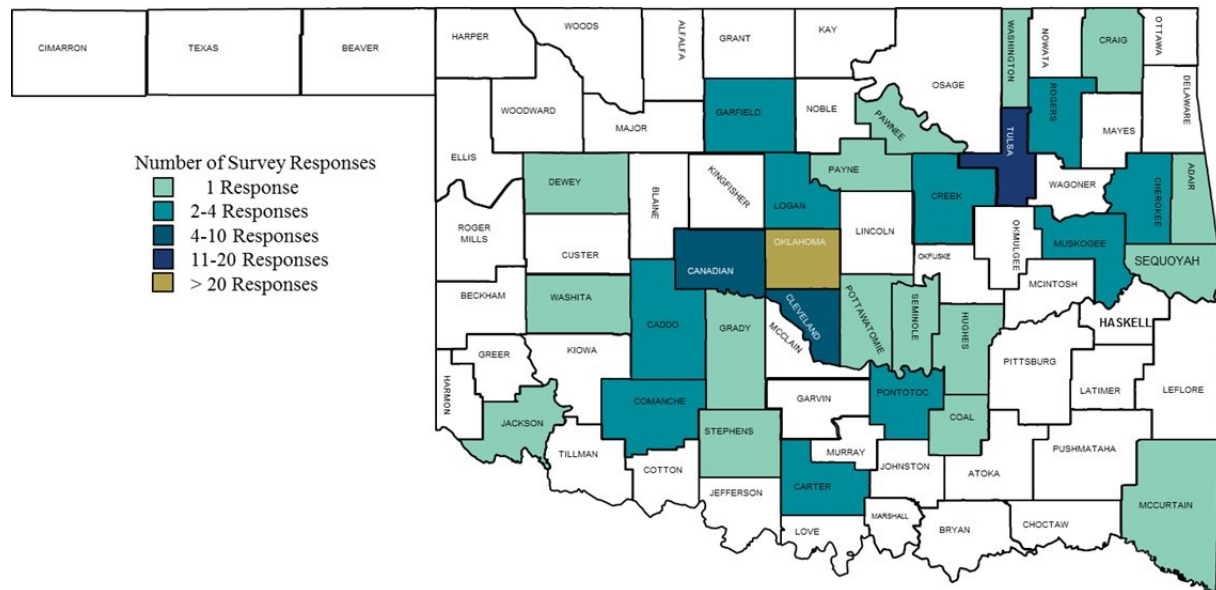
A third limitation lies in the interpretation of the questions in the Provider Survey. The survey questions were asked on an agency level, for example “Does your Agency/Organization provide Respite Services?” However, survey respondents were asked verbally to answer the questions on behalf of their program area within their agency. This discrepancy may cause the results, such as the services available to caregivers, to be inflated depending on how the question was interpreted.

With these limitations in mind, the results of the Provider Survey should be interpreted with caution and should not serve as the sole basis for decision-making.

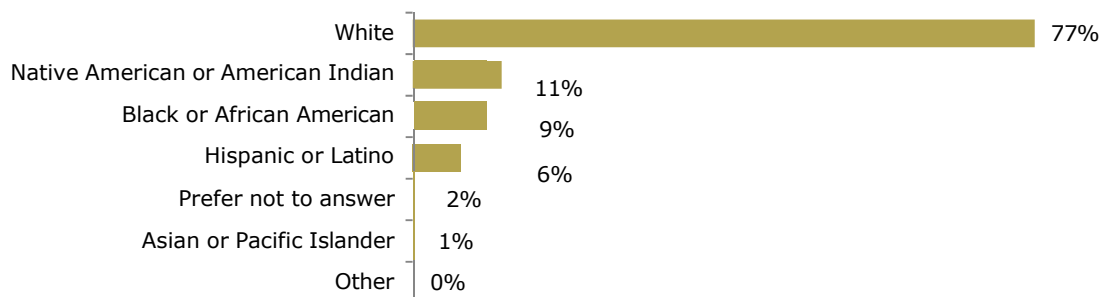
Lifespan Respite Grant

A typical respondent to this survey is that of an adult white female (77%) in Oklahoma County between the ages of 41 and 60 (53%), who is married (67%), does not work full-time (66%), and has a household income between \$20,000 and \$60,000 (54%).

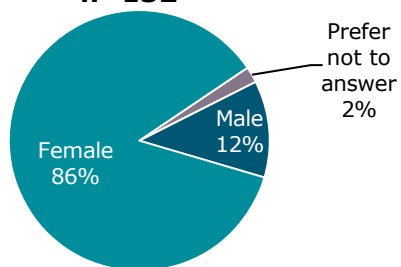
To help us identify the unmet needs in your area, please select the county where you live.



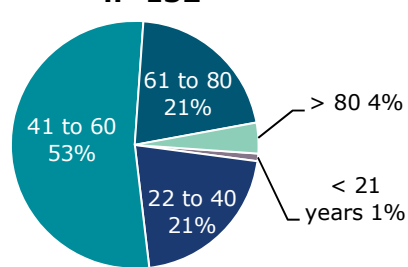
**What is your ethnicity?
n=132**



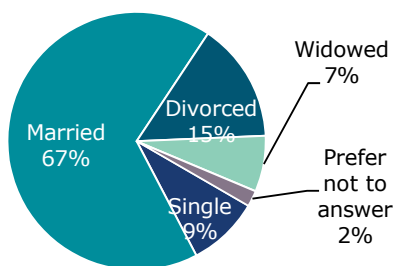
**What is your gender?
n=132**



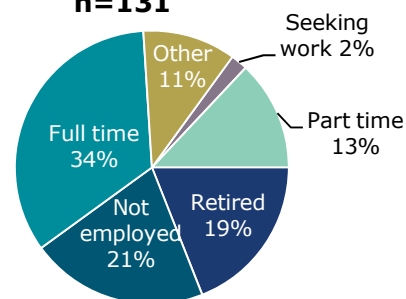
**What is your age (in years)?
n=132**



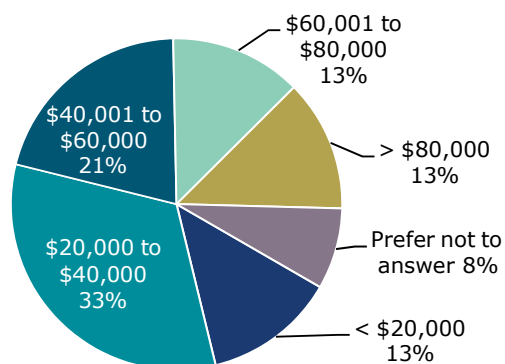
**What is your marital status?
n=132**



**What is your employment status?
n=131**



**In what range is your annual family income?
n=132**

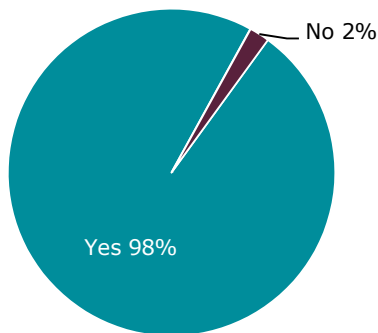


CAREGIVER AND CARE RECIPIENT INFORMATION

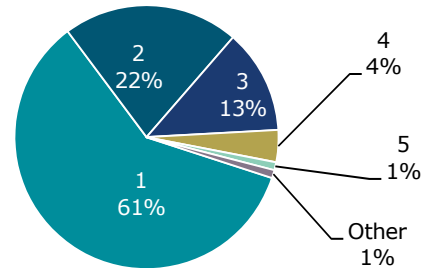
A typical respondent to this survey provides care for only one family member (61%) for more than 80 hours a week (56%), and has done so for more than 8 years (53%). The care recipient is a male (59%) adult or minor child (61%) living in the home (76%). Almost half of the respondents were caring for an individual under the age of 18 (48%).

The most common disability indicated was mental disability (79%), followed by self-care disability (54%) and physical disability (52%). Over half of the respondents indicated assisting with the following tasks: transportation (83%), handling medication (81%), cooking (75%), bathing (69%), dressing (62%), and toileting (51%).

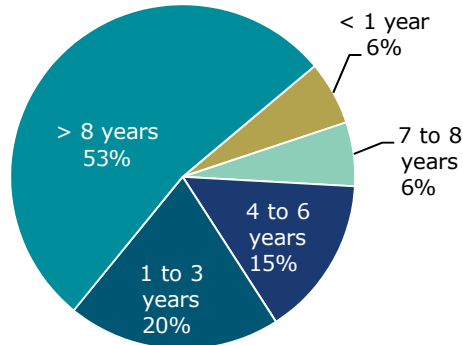
Are you currently providing care for at least one friend or family member?
n=130



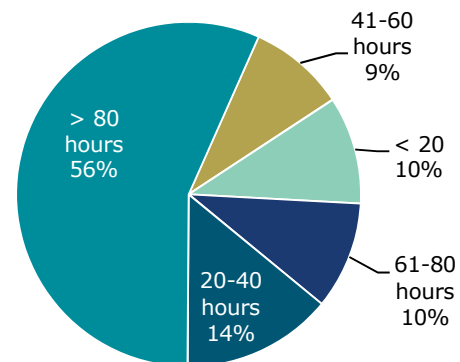
For how many friends and/or family members do you provide care?
n=127



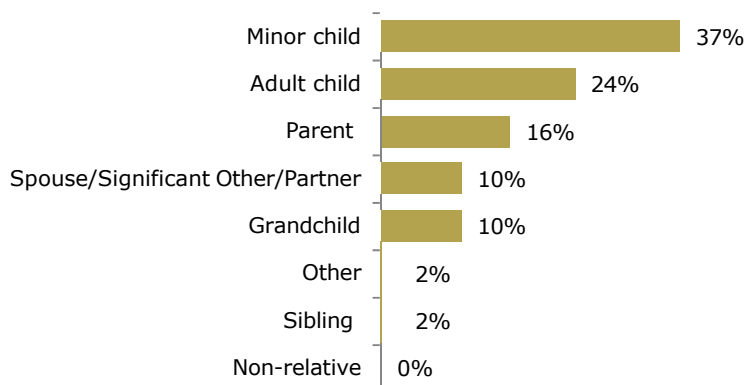
How long have you been helping to care for this person?
n=125



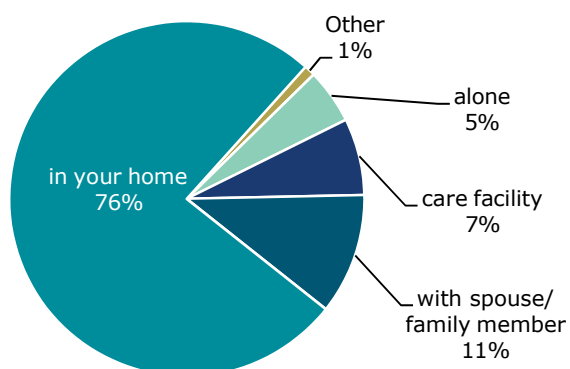
In an average week, how many hours do you care for this person?
n=125



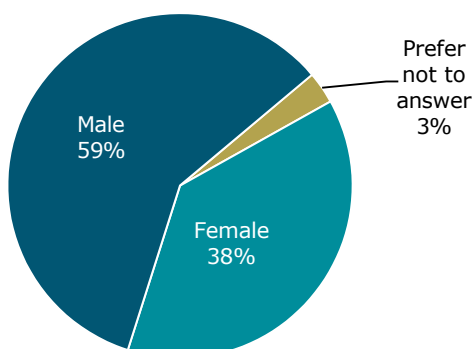
I am providing care for my...
n=132



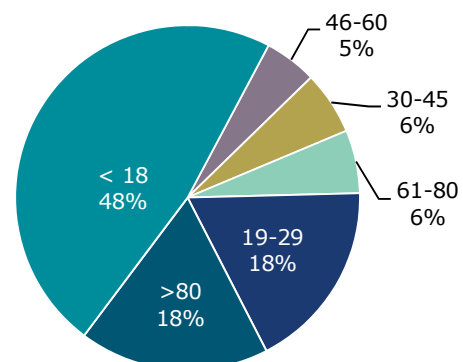
What is the living situation of the person you care for?
n=125

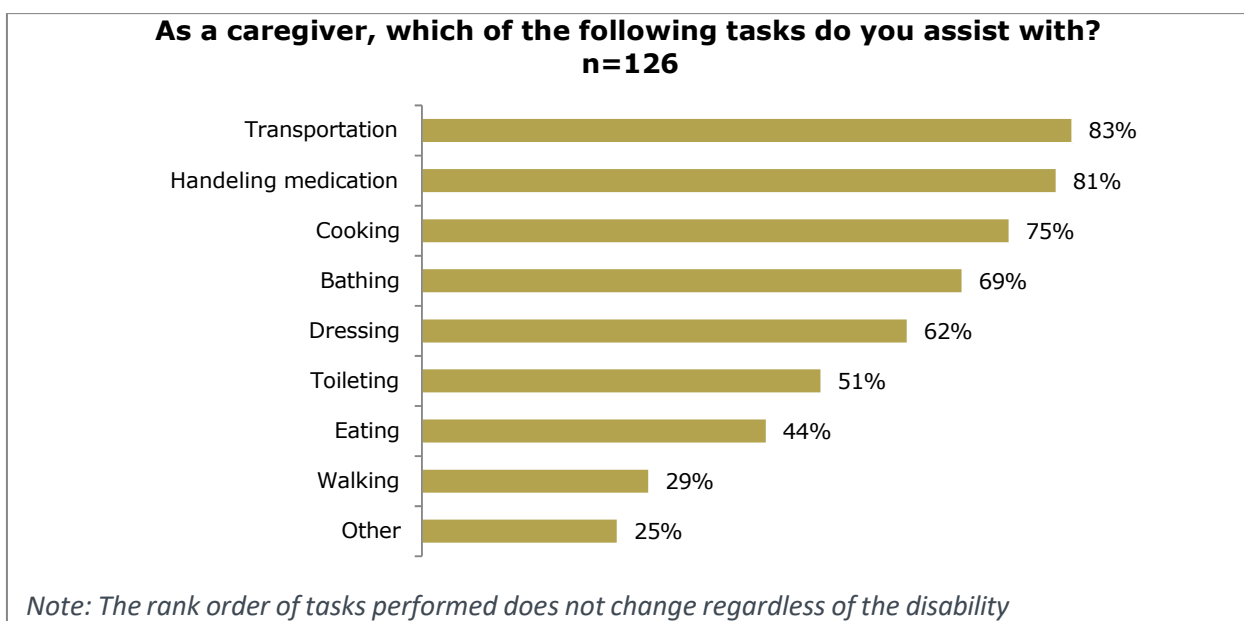
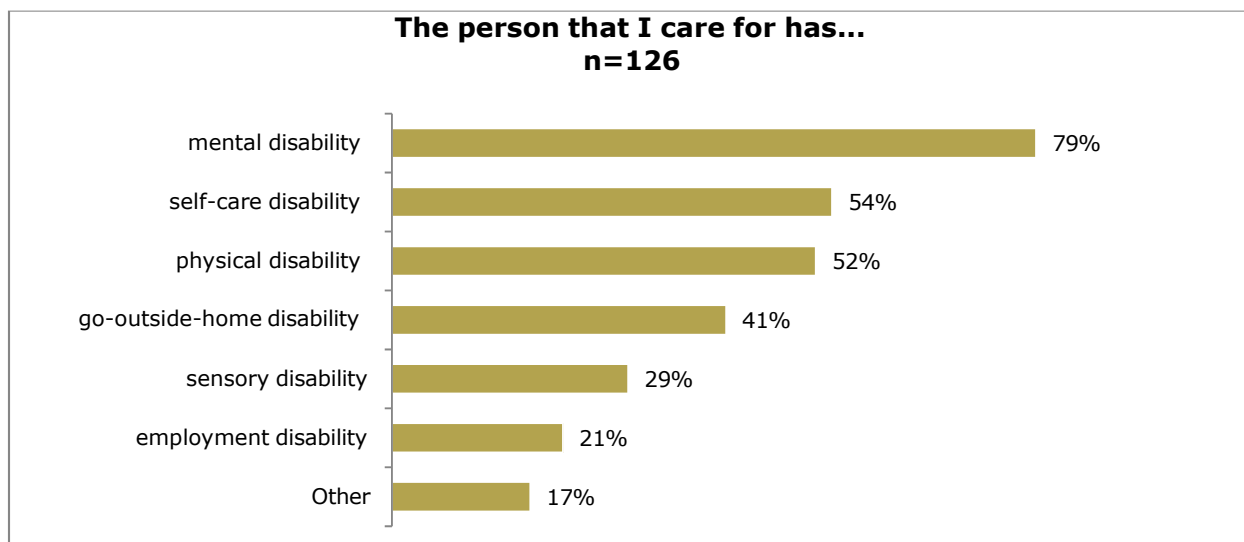


What is the gender of the person that you are caring for?
n=125



How old is the person you are caring for?
n=125





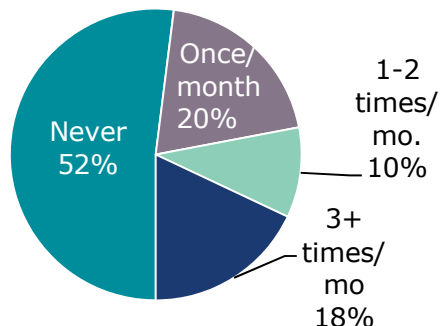
SERVICES AND RESOURCES

A typical respondent to this survey spends more than \$5,000 per year in out-of-pocket expenses providing care and did not receive caregiver services in the past 6 months (52%). Only 41% of respondents indicated receiving services in their most recent experience applying for services. Almost half of respondents indicated only needing additional caregiver services occasionally (40%).

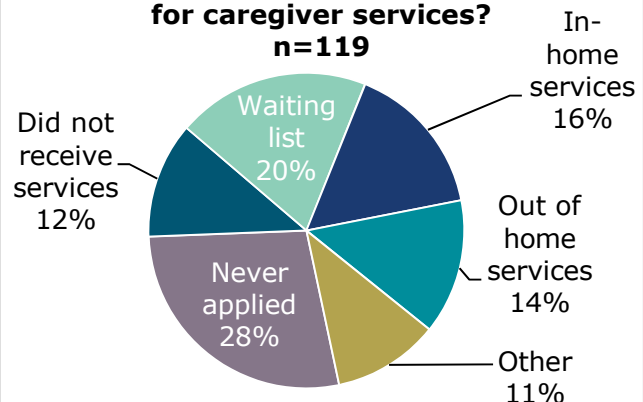
Over half of respondents indicated experiencing feeling overwhelmed (58%), loss of free time (58%) and exhaustion (50%). One-third of respondents indicated either currently receiving respite service (34%) or receiving no support/resources (32%). Over half of the respondents indicated the most desired support or resource they could receive is respite care (57%).

When comparing the responses of those currently receiving services with those who are not for the question, “What additional caregiver support/resources do you wish you had?”, the biggest needs were seen in respite care (57%), followed by legal and financial support (28%).

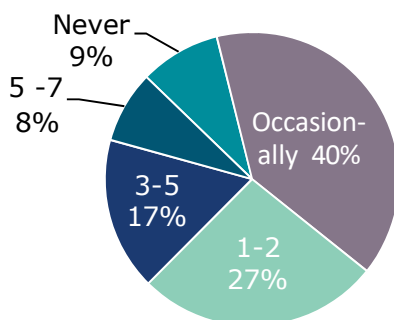
How often have you received services in the past 6 months?
n=120



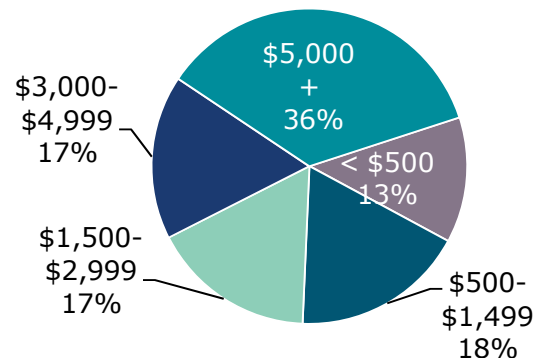
Which of the following best describes your most recent experience applying for caregiver services?
n=119

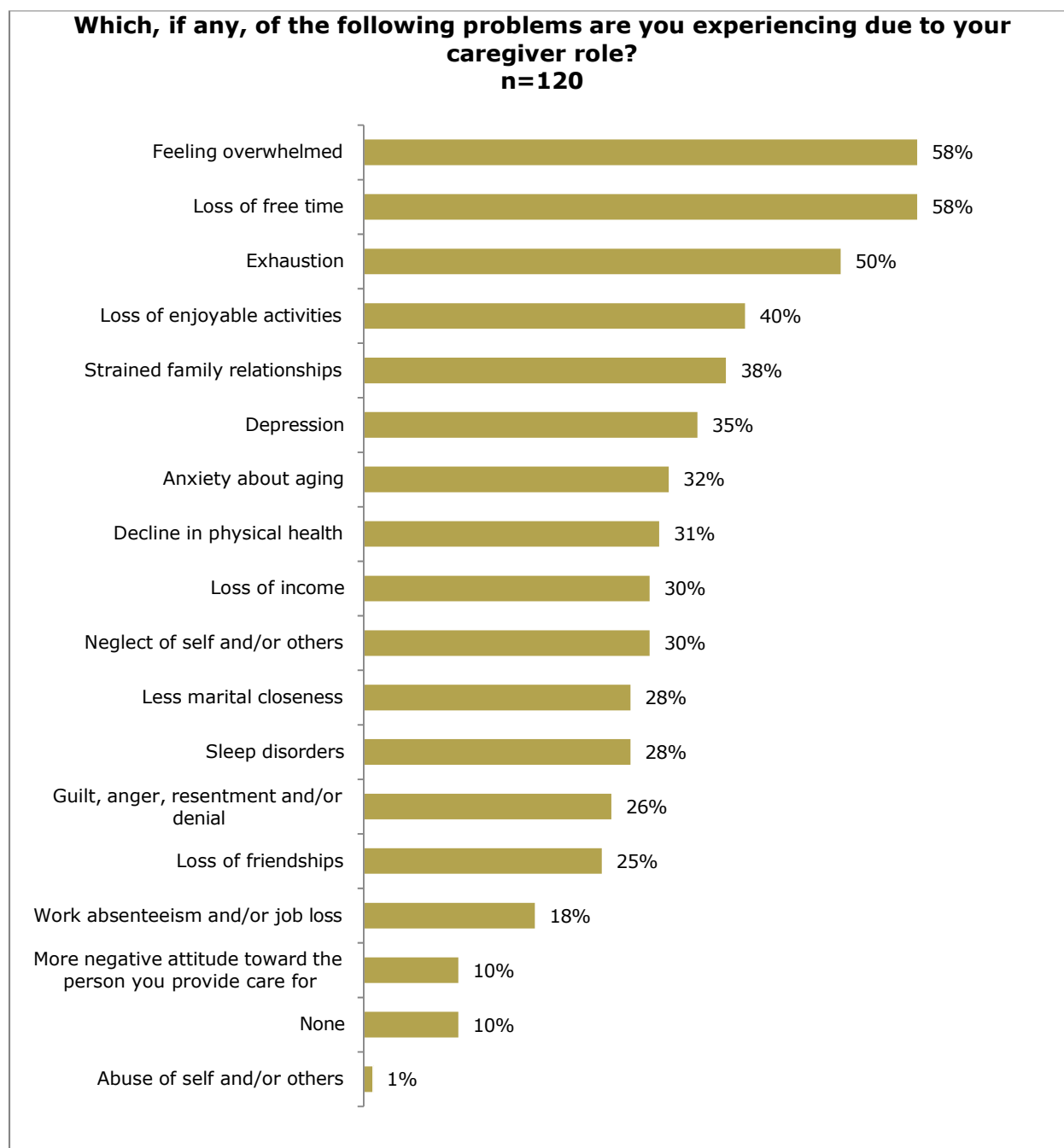


How often could you use additional caregiver services (in days per week)?
n=120



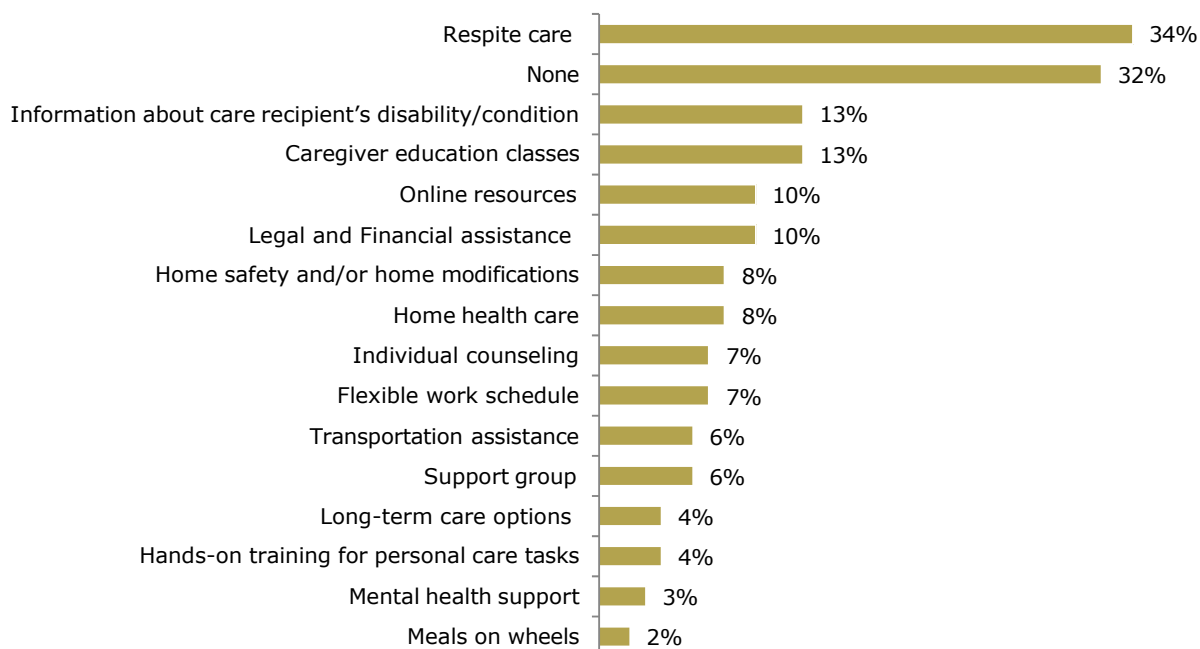
Estimated annual out-of-pocket expenses that you have as a caregiver
n=120





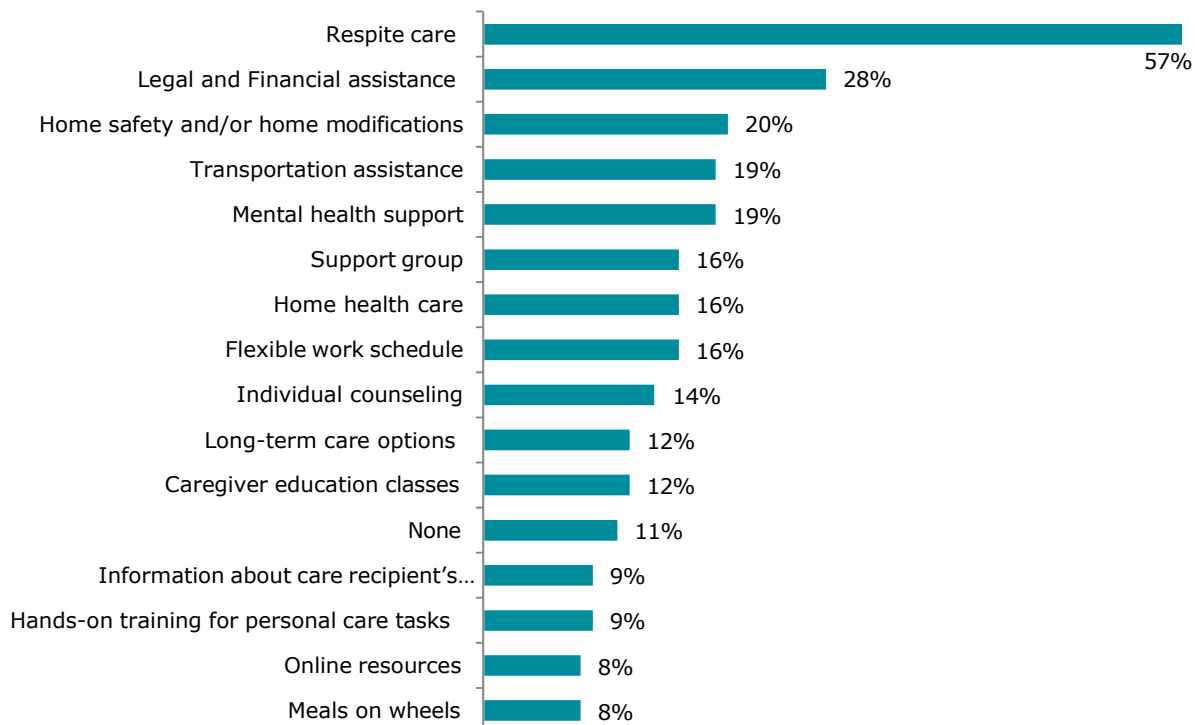
What caregiver support/resources do you currently have?

n=120

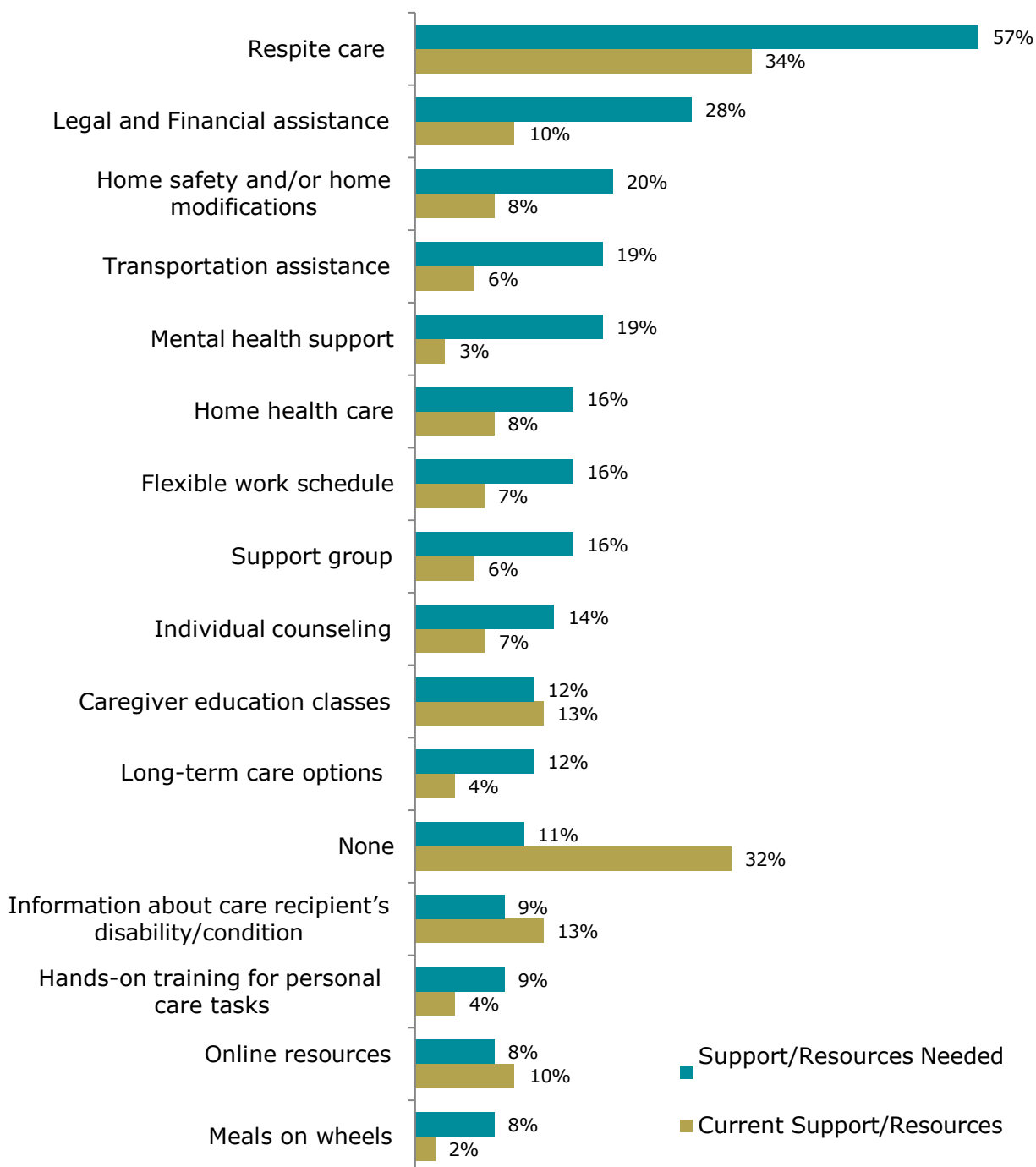


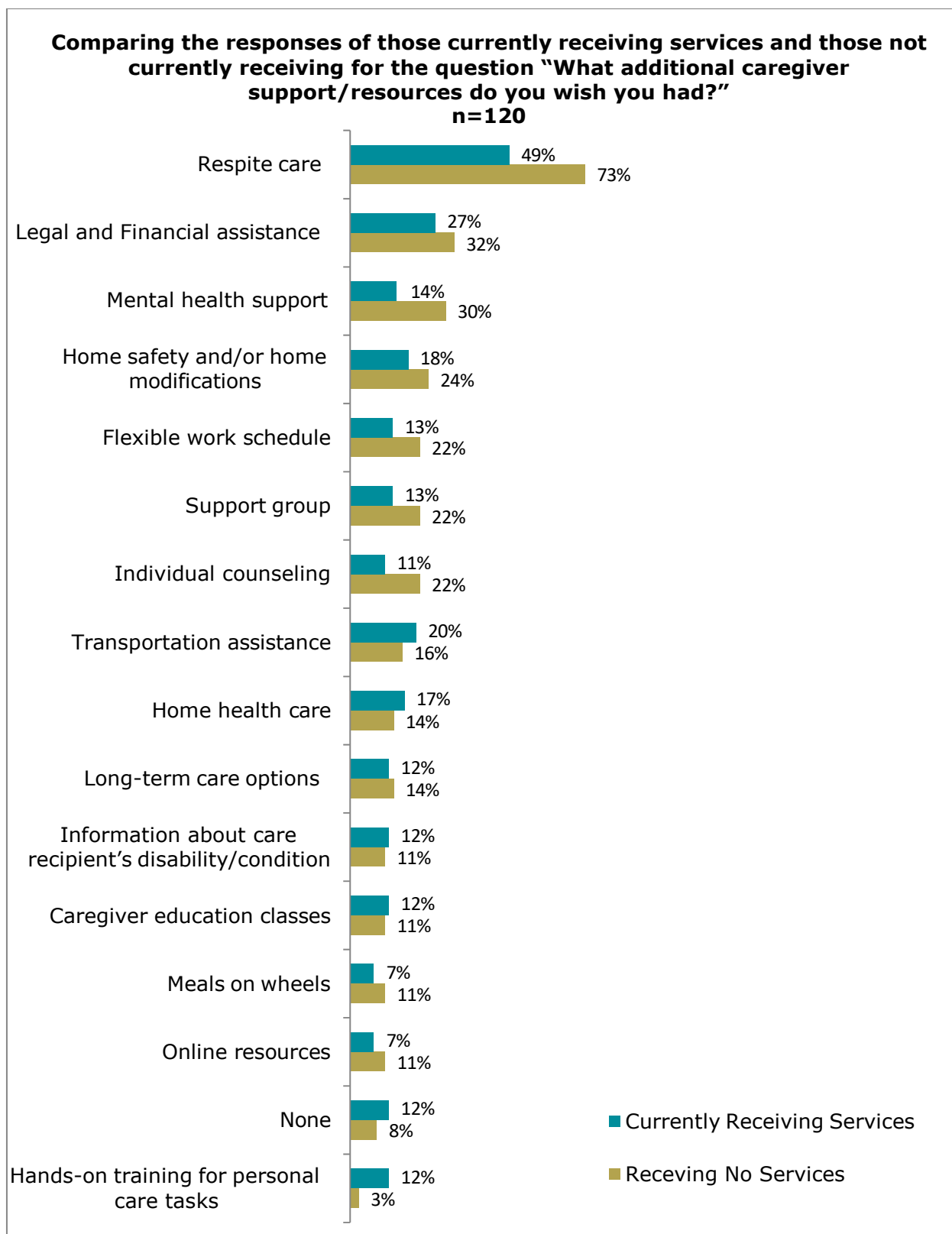
What additional caregiver support/resources do you wish you had?

n=120



**Comparison of Current Support/Resources and Needed Support/Resources
n=120**







Provider Survey Results

Lifespan Respite Grant

The Provider Survey was asked of caregiver service providers and aimed to learn more about the availability and capacity of caregiver support services in Oklahoma. Providers were asked questions about their specific agency/organization, individual services offered, and what services they feel caregivers need.

Slightly less than half of respondents (44%) indicated serving all 77 counties in Oklahoma. Half of the respondents categorized themselves as non-profit (53%) and indicated that their agency/organization served over 250 caregivers per year (48%). The vast majority indicated they provided information and referral services (94%).

Caregivers will generally qualify for services from the provider via methods other than interviews on the phone or in-person, or via an online application. These methods include, but are not limited to the following: paper applications, assessments, intake forms, referrals, or no eligibility requirements. The most common form of funding for caregiver services provided by the respondent organization is grants (43%).

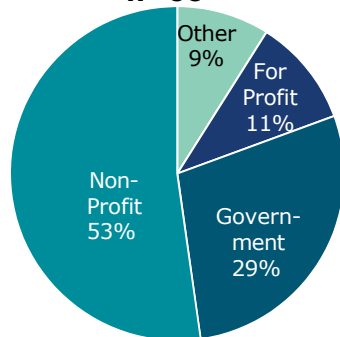
Over half of respondents indicated the reason for seeking services was because of a change in family home situation (64%), a stressful family relationship (60%), or a health problem of the care receiver (55%). Respondents indicated caregivers typically hear about the organization's services via other (91%), word of mouth (85%), through the organization itself (72%), or via public presentations (70%). Other responses included, but were not limited to the following: health care providers, community events or organizations, or social media.

When asked what support/resources caregivers need the most, almost all respondents indicated respite care (93%). Caregiver education classes (43%) and Legal and Financial Assistance (42%) were the next most common responses.

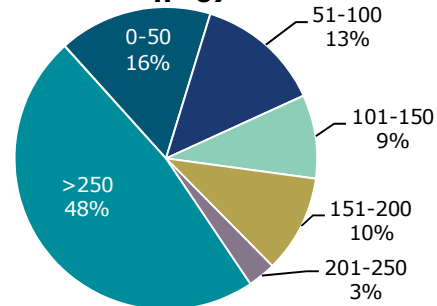
OK TASC Phases

- 30 – 35 responses
- 36 – 40 responses
- 41 – 45 responses
- 46 – 50 responses

Which option best describes your agency/organization?
n=66



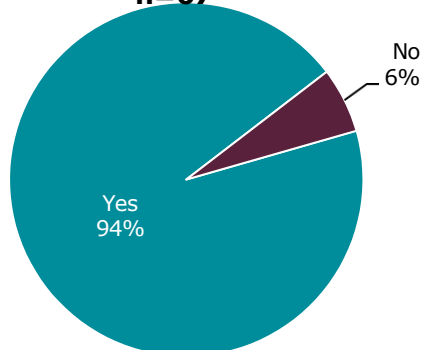
**Number of unduplicated caregivers
who received services from your
agency/organization last year
n=67**



15

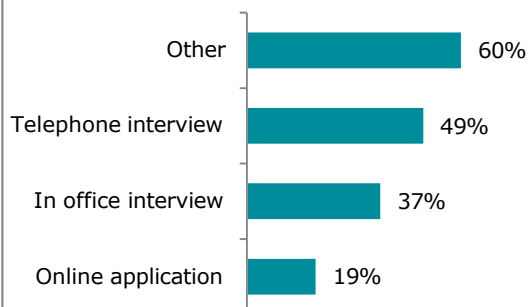
Does your agency/organization provide information and referral services?

n=67



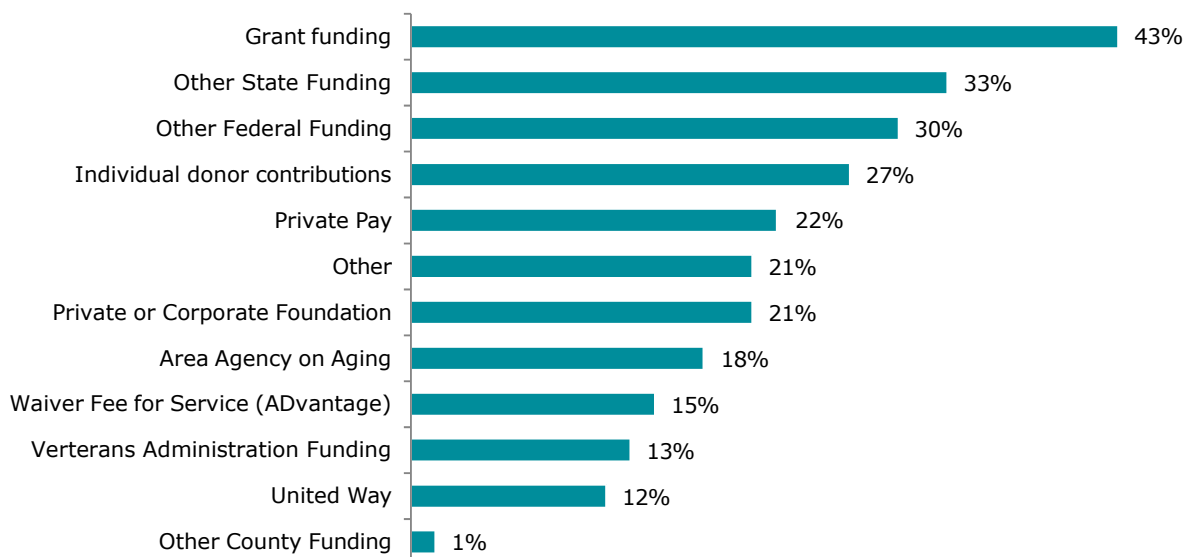
What processes do caregivers go through to qualify for and use your services?

n=67



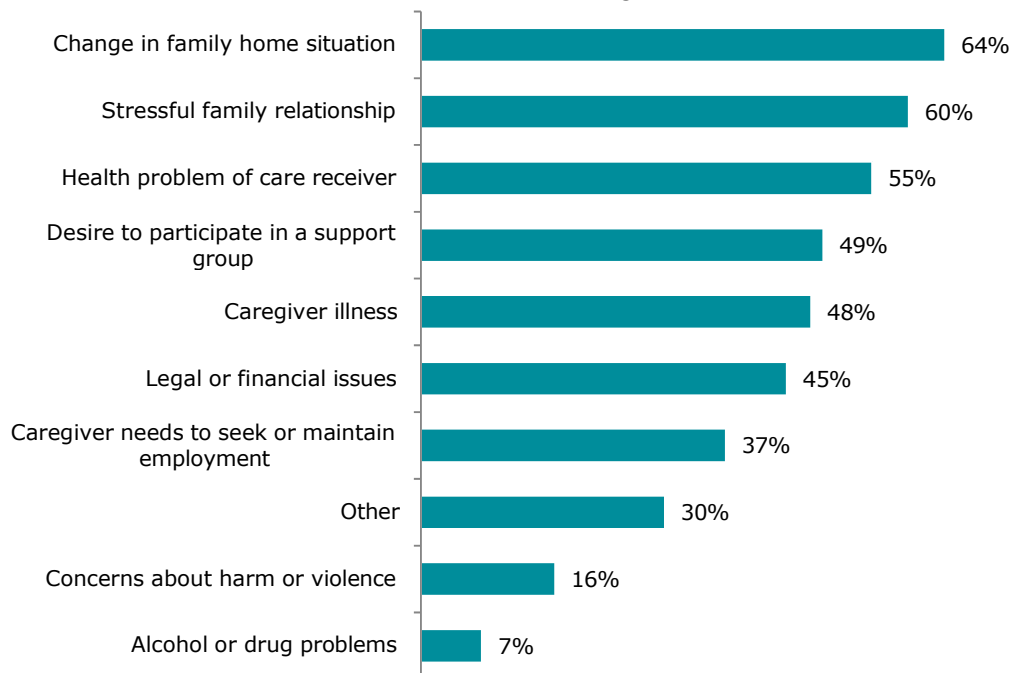
Sources of funding received by agencies/organizations to provide caregiver support services

n=67



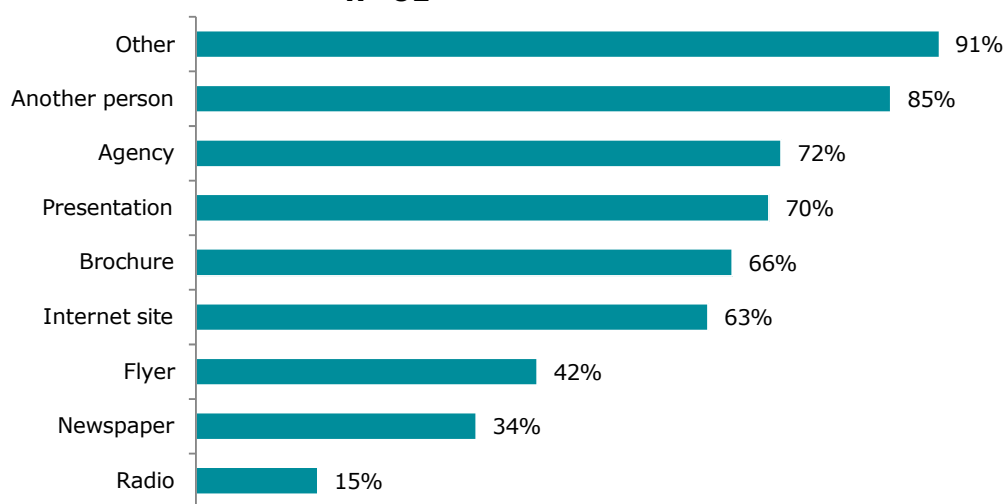
What event(s) most commonly lead caregivers to seek services from your agency?

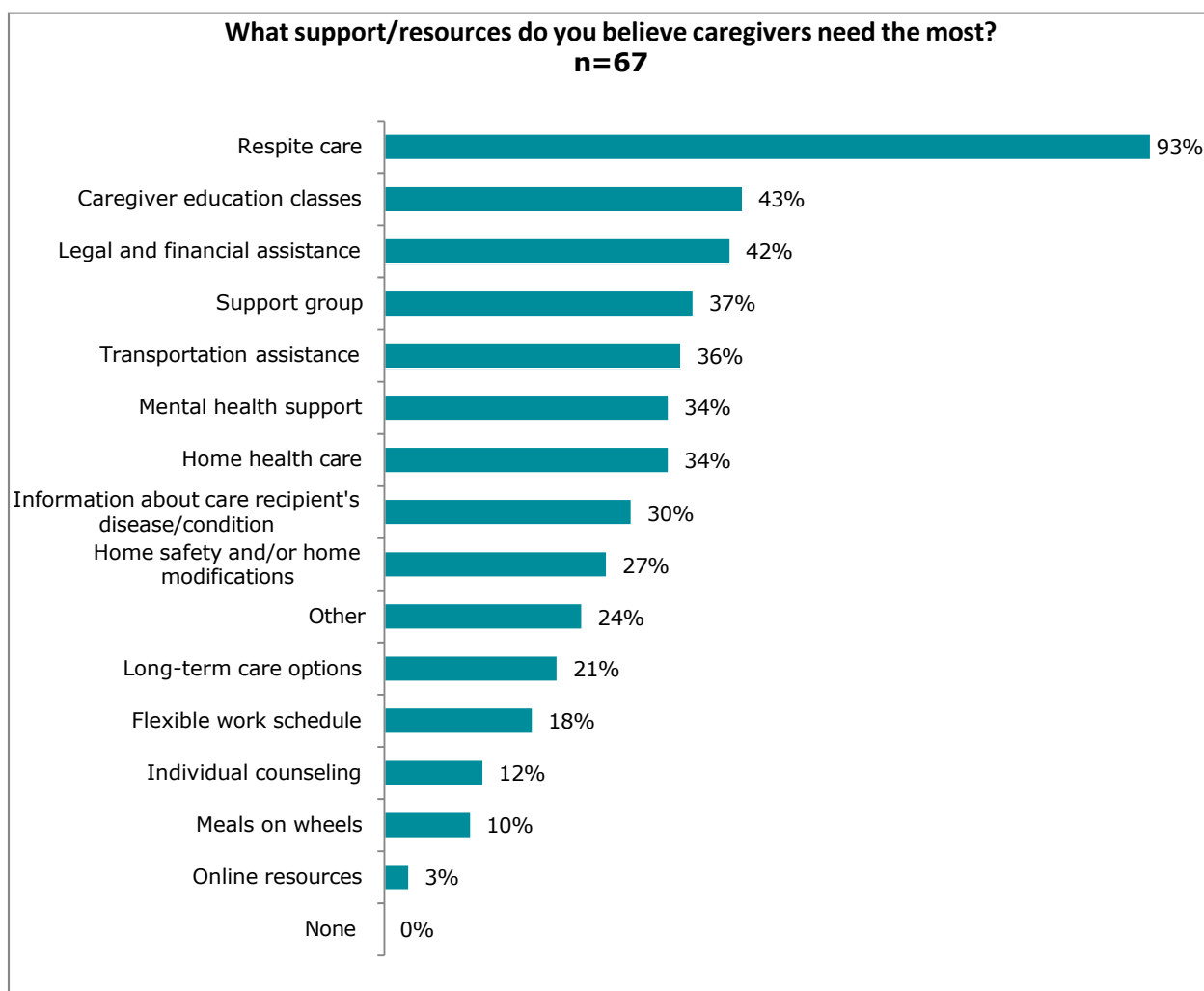
n=67



How do caregivers hear about your services?

n=61



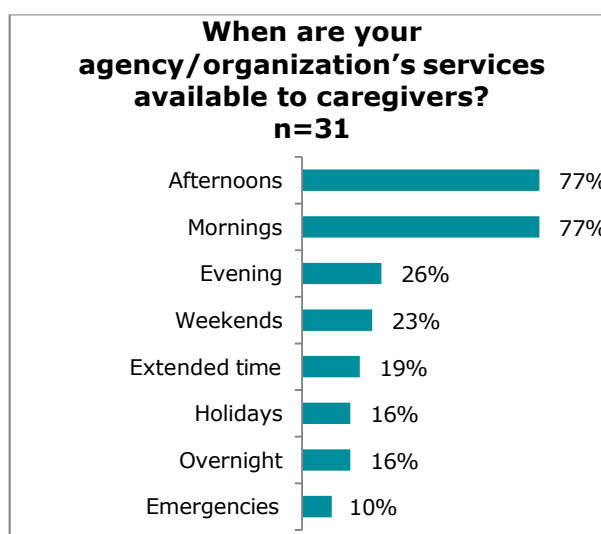
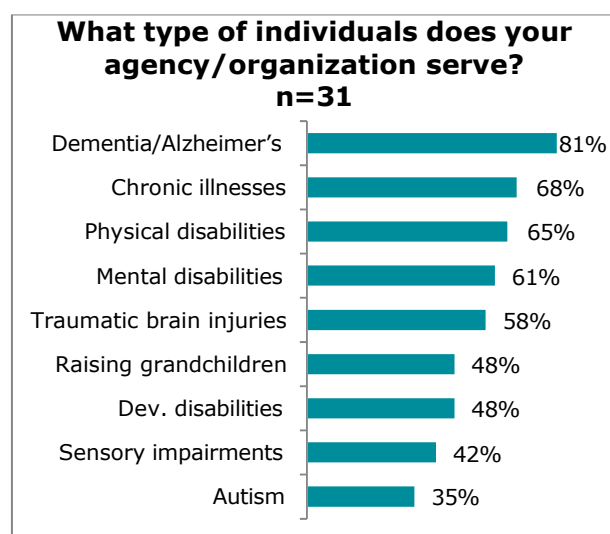
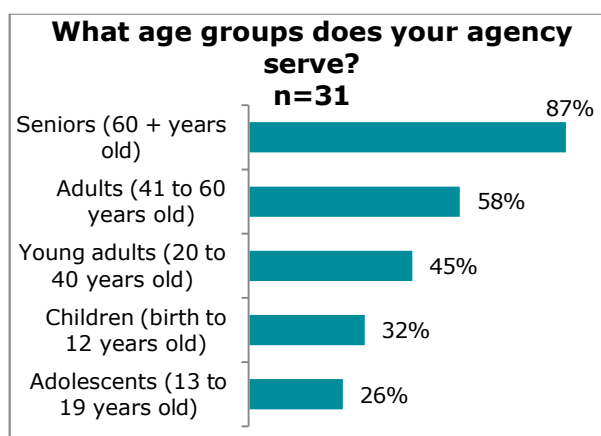
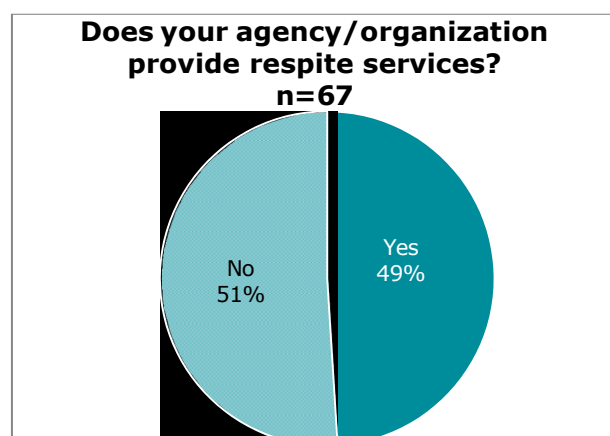


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

RESPITE SERVICES

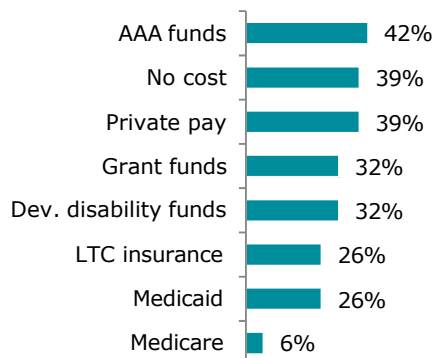
All respondents were asked if their agency/organization provides Respite Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

Half of the respondents indicated their agency/organization provides respite services (49%). Of those organizations that do provide respite services, their typical client is 60 years of age or older (87%) and has dementia or Alzheimer's disease (81%), chronic illnesses (68%), physical (65%), mental or emotional disabilities (61%), and/or traumatic brain injuries (58%). Respondents indicated their agency/organization provides services mainly in the morning (77%) or afternoon (77%). The agency/organization also accepts payments from a variety of sources with the chief source coming from the local Area Agency on Aging (42%). Likewise, the agency/organization provides services in a variety of settings but the most common settings are in Child or Adult day care (48%), or in the client's home (48%).

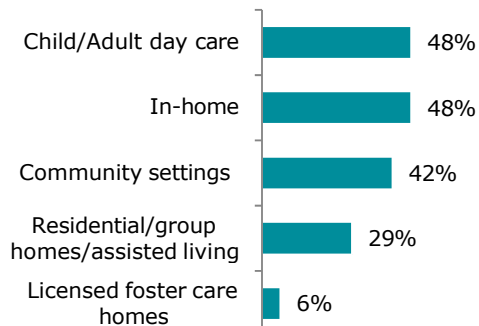


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

What payment source(s) does your agency/organization accept?
n=31



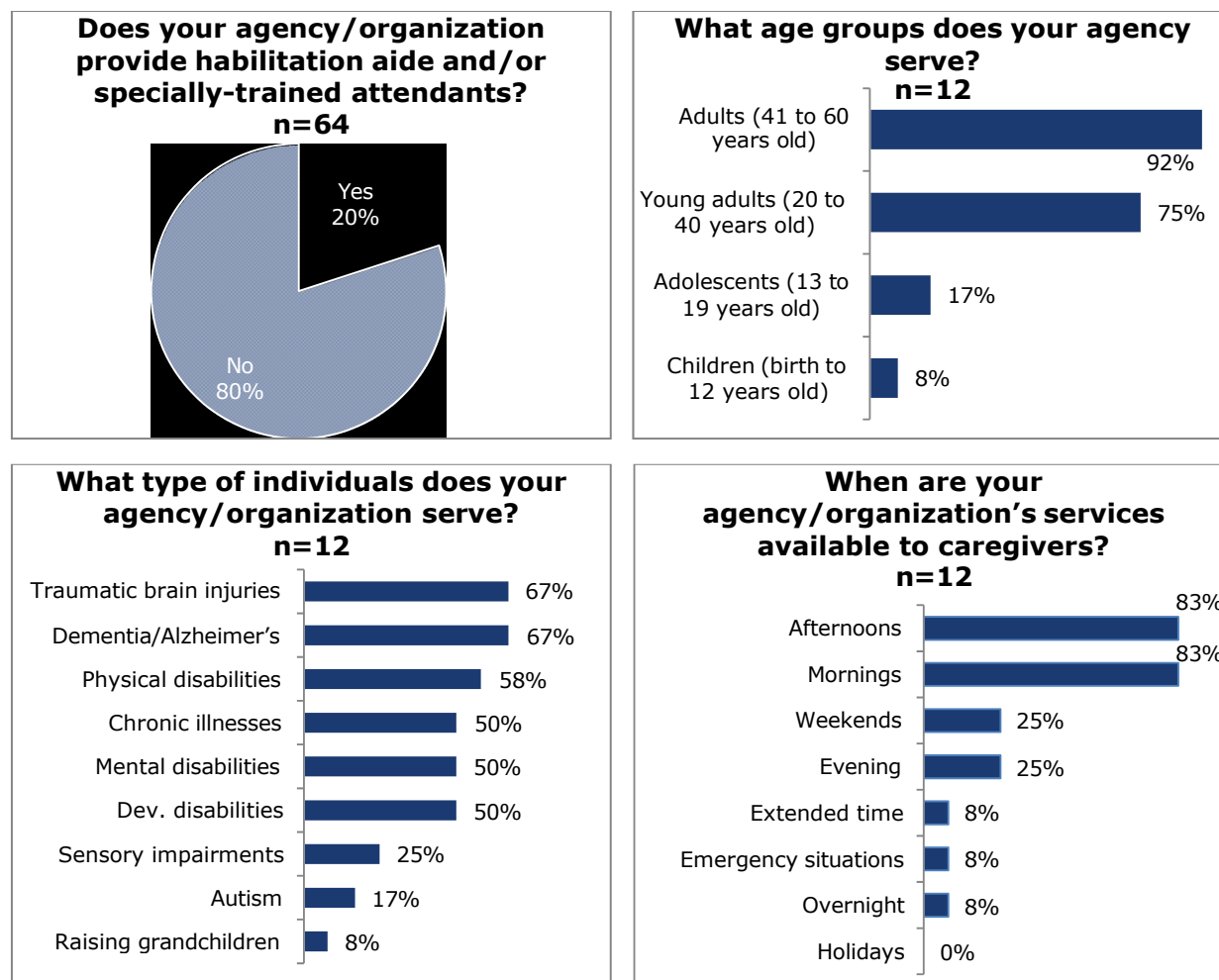
In what setting(s) does your agency/organization provide assistance?
n=31



HABILITATION AIDE AND/OR SPECIALLY TRAINED ATTENDANTS

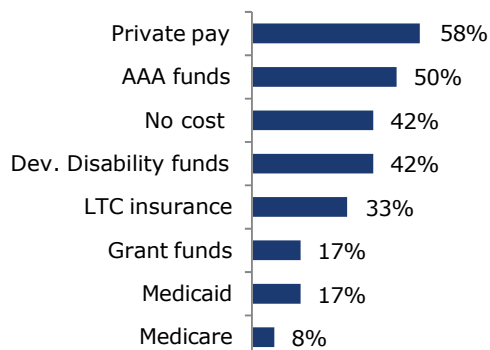
All respondents were asked if their agency/organization provides Habilitation Aide and/or Specially-Trained Attendants. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

Less than one-fourth of respondents indicated their agency/organization provides habilitation aide or specially-trained attendants (20%). Of the organizations that do provide these services, the typical clients are between the ages of 20 to 40 (75%) and 41 to 60 (92%) and have a traumatic brain injury (67%), dementia or Alzheimer's disease (67%), and/or a physical disability (58%). Services to clients are generally available in the morning (83%) or afternoon (83%) with most clients paying for services privately (58%) or through the local Area Agency on Aging (50%). Additionally, services are provided primarily in Child or Adult day care settings (75%).

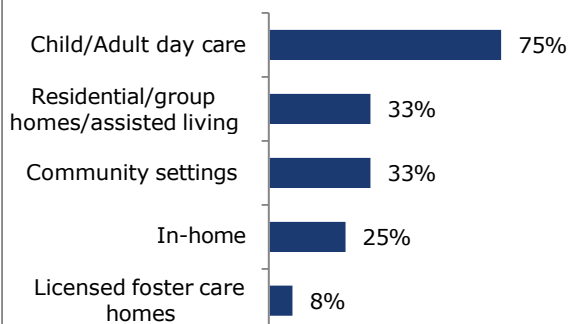


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

What payment source(s) does your agency/organization accept?
n=12



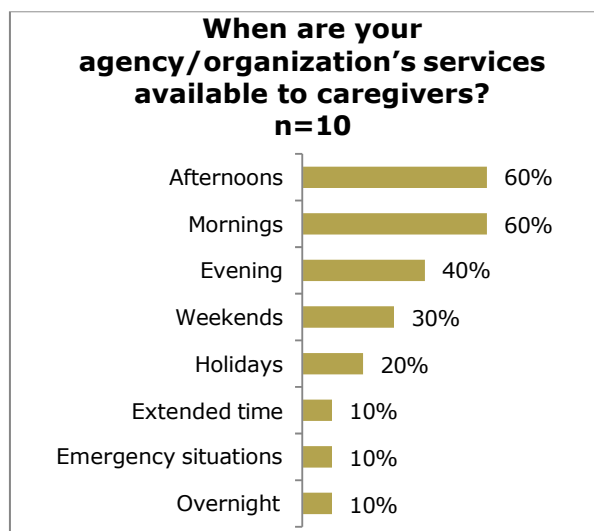
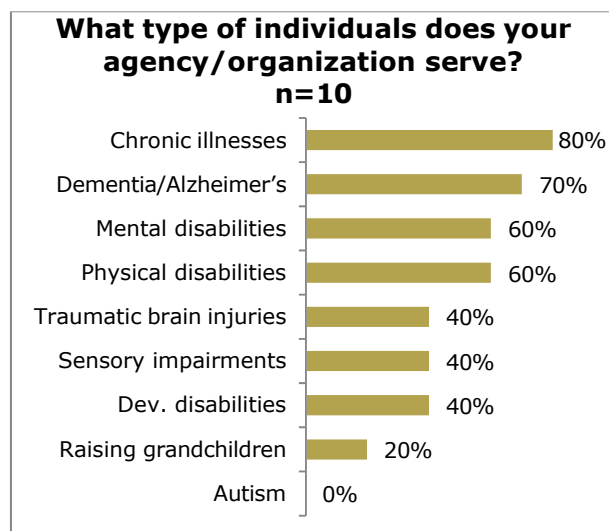
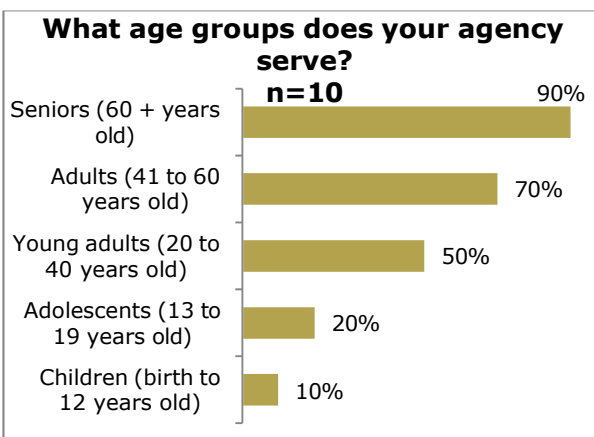
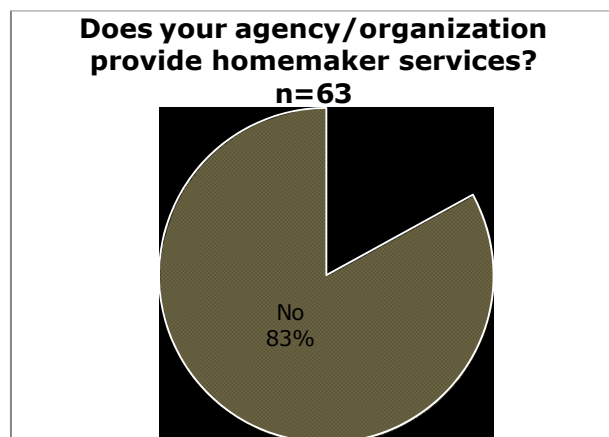
In what setting(s) does your agency/organization provide assistance?



HOMEMAKER SERVICES

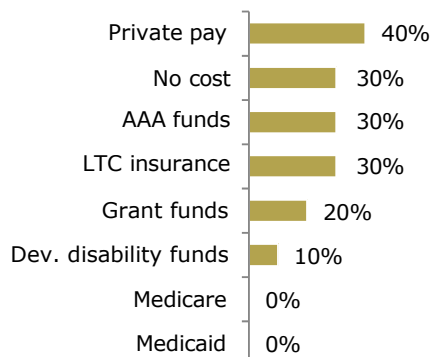
All respondents were asked if their agency/organization provides Homemaker Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

Less than one-fourth of respondents indicated their agency/organization provides homemaker services. Of the organizations that do provide these services, their typical clients are 41 year of age or older, and have chronic illnesses (80%), dementia or Alzheimer's disease (70%), and/or have mental, emotional or physical disabilities (60%). The organization provides services primarily in the morning (60%) or afternoon (60%). Clients pay from a variety of sources with the most common being private pay (40%). Additionally, the most common setting for providing these services is in the client's home (70%).

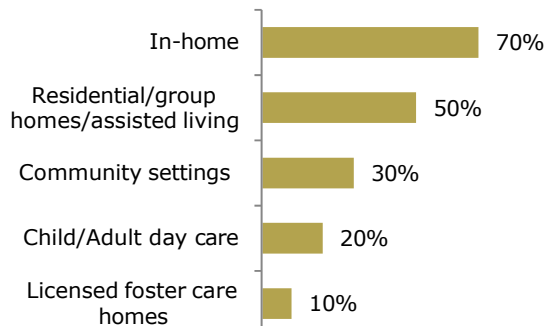


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

What payment source(s) does your agency/organization accept?
n=10



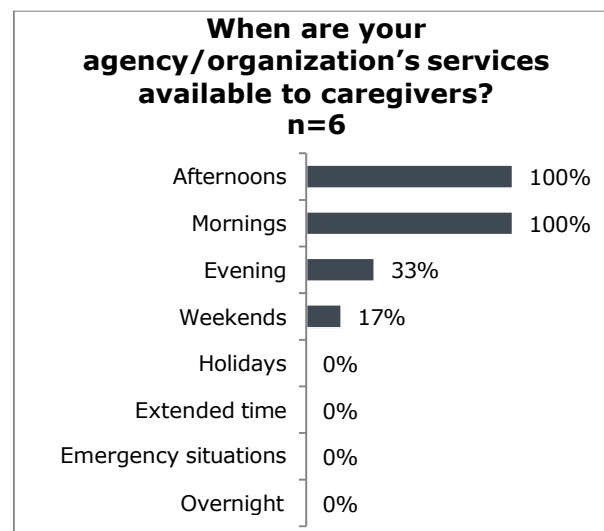
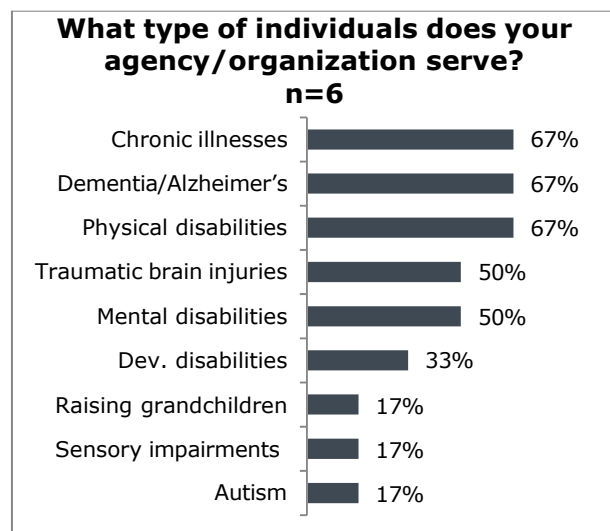
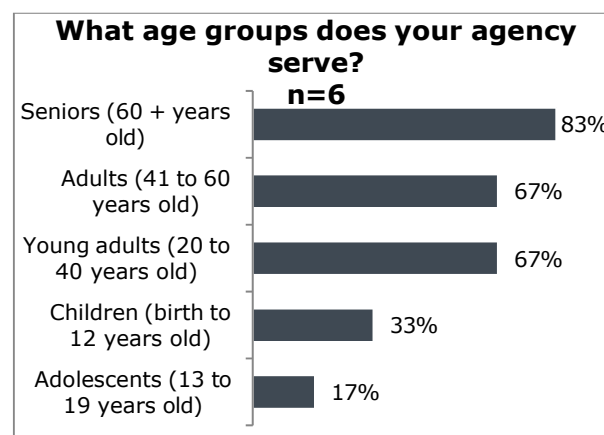
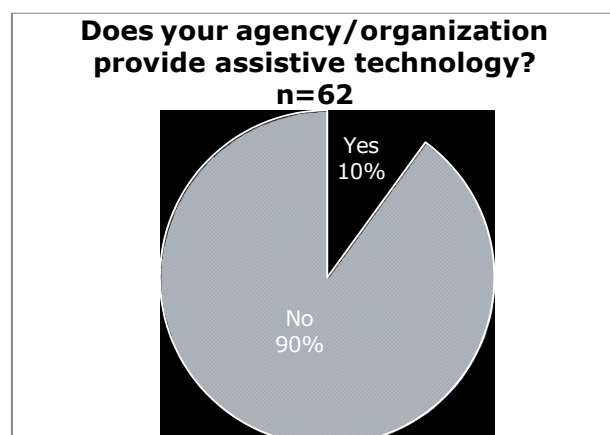
In what setting(s) does your agency/organization provide assistance?
n=10



ASSISTIVE TECHNOLOGY SERVICES

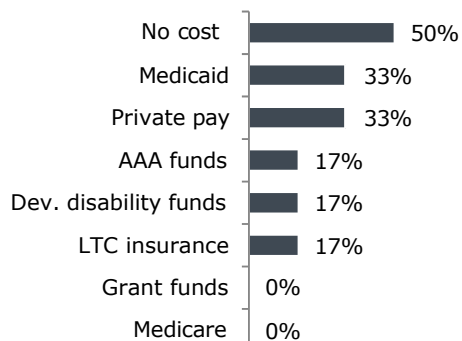
All respondents were asked if their agency/organization provides Assistive Technology Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

Only 10% of respondents indicated their agency/organization provides assistive technology. Of those that do provide these services, their typical client is 20 years of age or older and has chronic illnesses (67%), dementia or Alzheimer's disease (67%), and/or physical disabilities (67%). The typical organization provides these services in the morning (100%) or afternoon (100%) and half are free or no cost to those who are eligible (50%). Additionally, the most common setting for providing these services is community settings (67%).

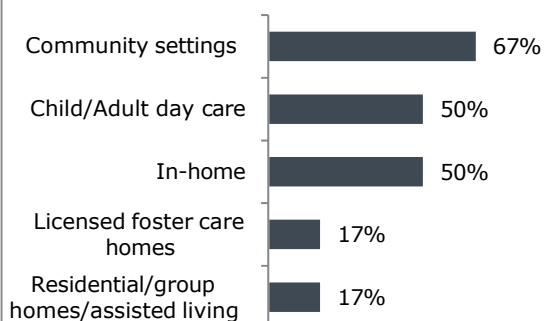


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

What payment source(s) does your agency/organization accept?
n=6



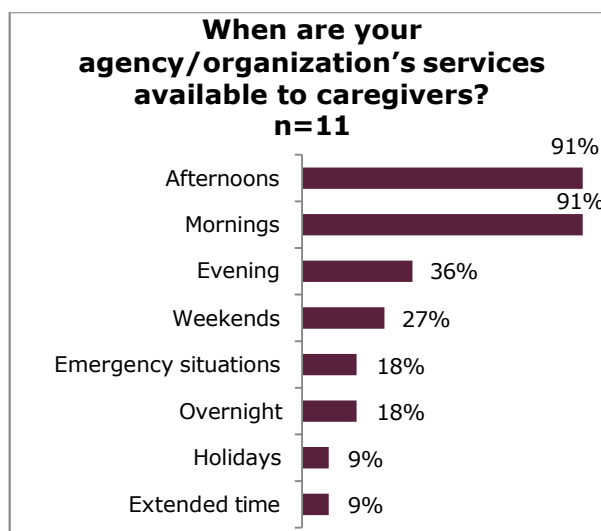
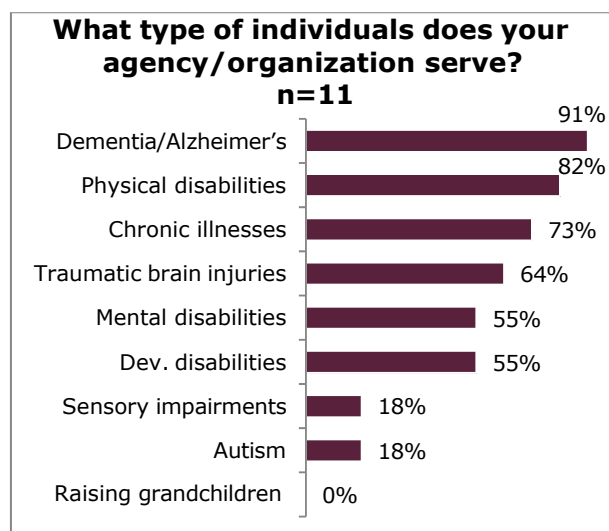
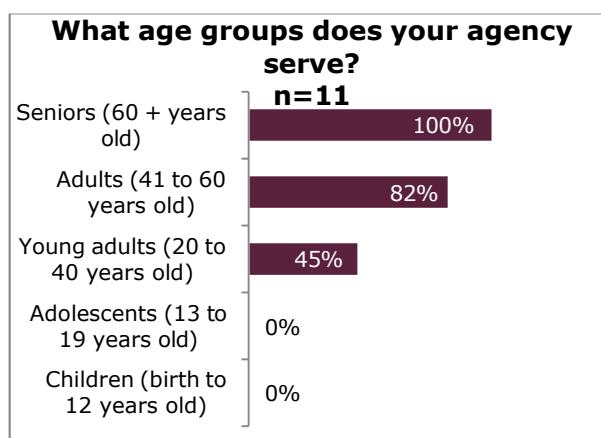
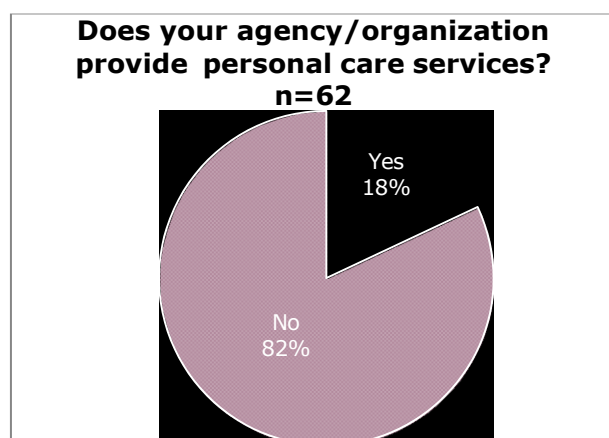
In what setting(s) does your agency/organization provide assistance?



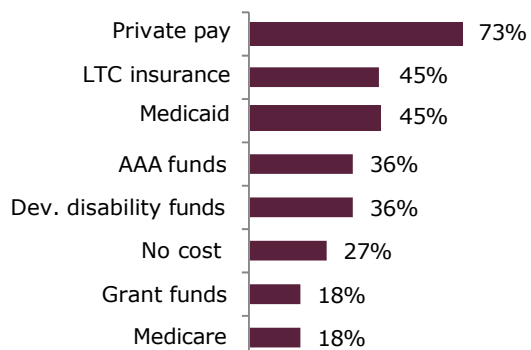
PERSONAL CARE SERVICES

All respondents were asked if their agency/organization provides Personal Care Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

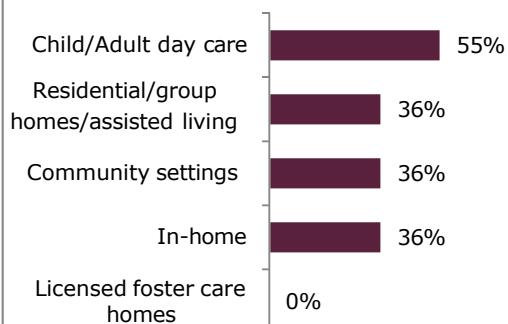
Less than one-fourth of respondents indicated their agency/organization provides personal care services. Of the organizations that do provide these services, their typical client is 41 years of age or older, and has dementia or Alzheimer's disease (91%), physical disabilities (82%), chronic illnesses (73%), and/or traumatic brain injury (64%). The typical organization provides these services in the morning (91%) or afternoon (91%), and clients pay for these services with private pay (73%). Additionally, the most common setting for providing these services is Child or Adult day care settings (55%).



What payment source(s) does your agency/organization accept?
n=11



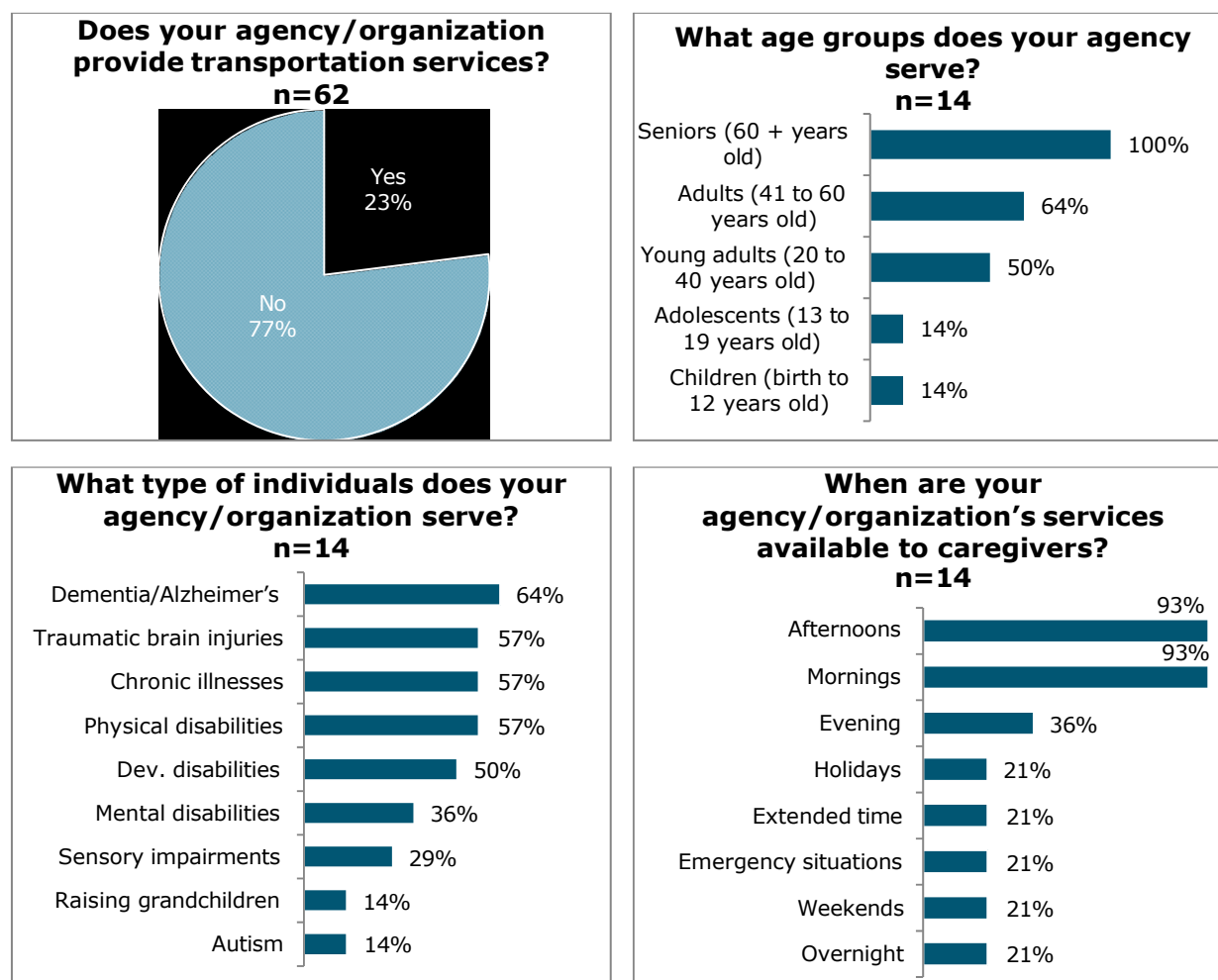
In what setting(s) does your agency/organization provide assistance?



TRANSPORTATION SERVICES

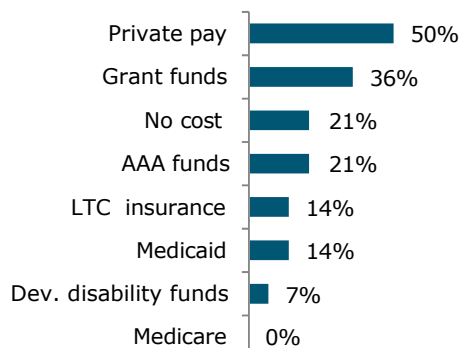
All respondents were asked if their agency/organization provides Transportation Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

Less than one-fourth of respondents indicated their agency/organization provides transportation services. Of the organizations that do provide these services, the typical client is 41 years of age or older and has dementia or Alzheimer's disease (64%), traumatic brain injury (57%), chronic illnesses (57%), and/or a physical disability (57%). Services are typically provided in the morning (93%) or afternoon (93%) with clients paying through a variety of sources but most commonly through private pay (50%). Additionally, services are delivered in a variety of settings but most commonly in a community setting (50%).

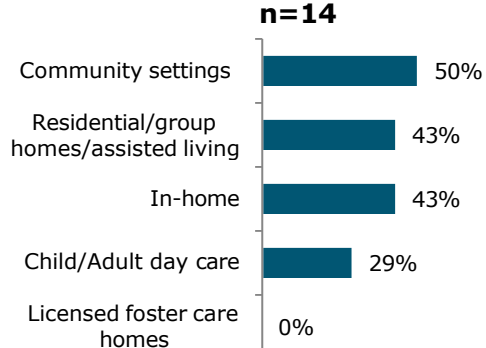


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

What payment source(s) does your agency/organization accept?
n=14



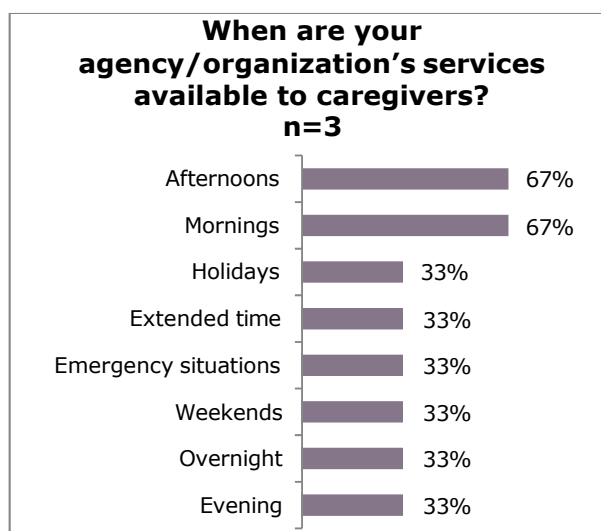
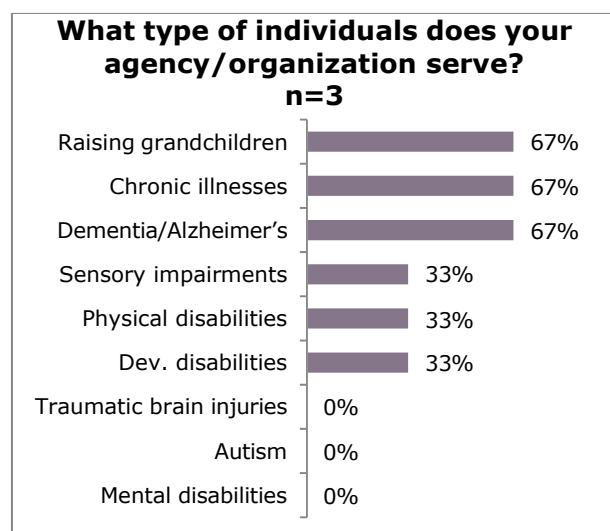
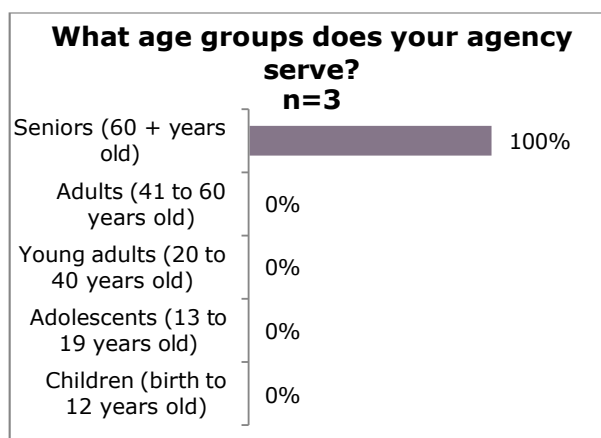
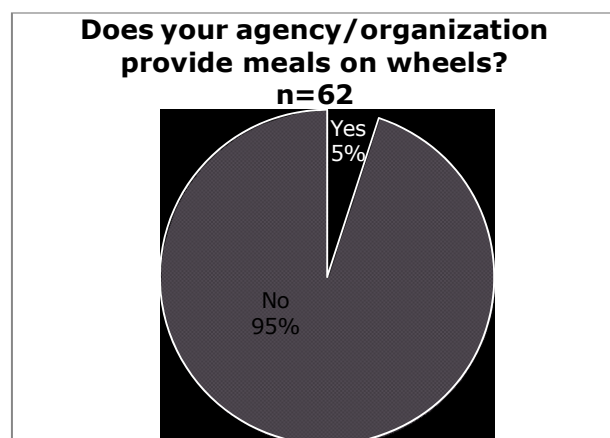
In what setting(s) does your agency/organization provide assistance?
n=14



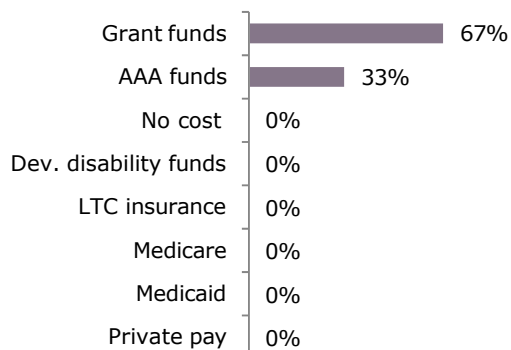
MEALS ON WHEELS SERVICES

All respondents were asked if their agency/organization provides Meals on Wheels Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

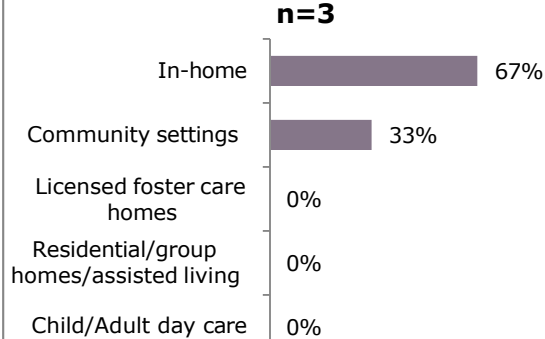
Only 5% of respondents indicated their agency/organization provides meals on wheels. Of the organizations that do provide these services, only 60 years of age or older clients are served. The typical clients are grandparents raising grandchildren (67%), have chronic illnesses (67%) and/or dementia or Alzheimer's disease (67%). The typical organization provides these services in the morning (67%) or afternoon (67%) and services are primarily paid through grant funds (67%). Additionally, the most common setting for providing these services is in the client's home (67%).



What payment source(s) does your agency/organization accept?
n=3



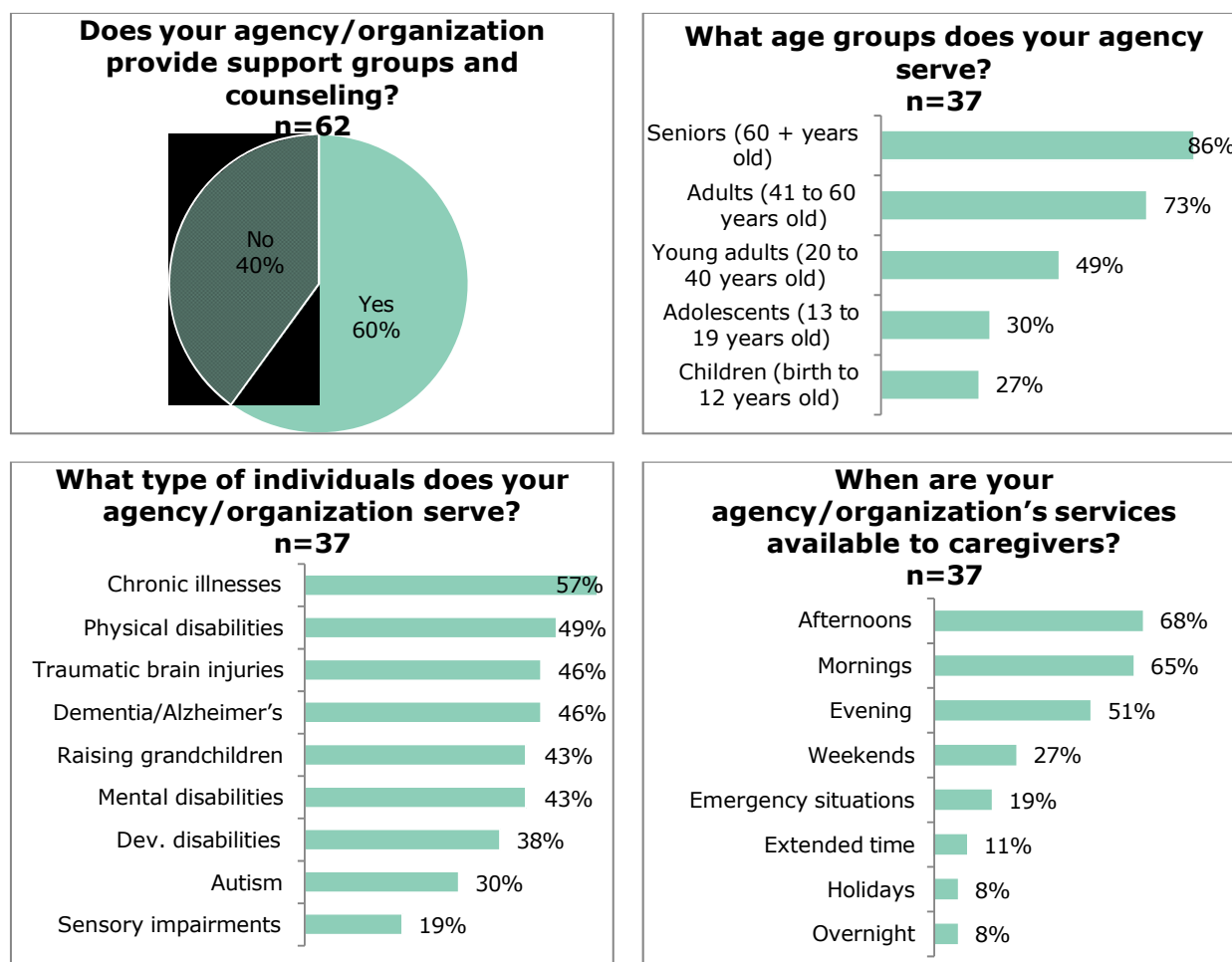
In what setting(s) does your agency/organization provide assistance?
n=3



SUPPORT GROUPS AND COUNSELING SERVICES

All respondents were asked if their agency/organization provides Support Groups and Counseling Services. For those indicating providing the service, a series of questions was asked about age groups served, types of individuals served, when services are available, what payment sources are accepted, and in what settings services are provided.

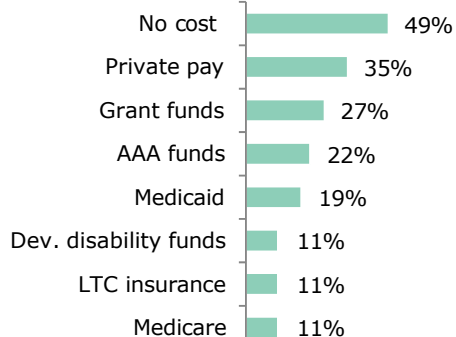
Over half of respondents indicated their agency/organization provides support groups or counseling. Of those who do provide these services, their typical client is 41 years of age or older and has chronic illnesses (57%). Services are generally provided in the morning (65%), afternoons (68%) or evenings (51%) and are paid through a variety of sources but are most commonly free or no cost to those who are eligible (49%). Additionally, the most common setting for providing these services in a community setting (73%).



Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

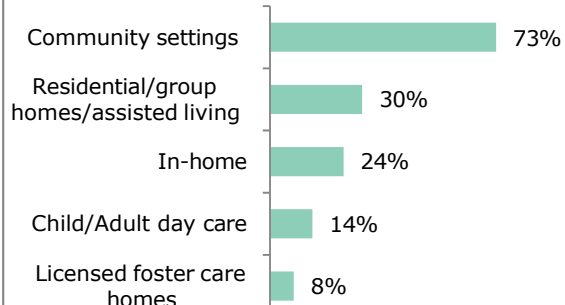
What payment source(s) does your agency/organization accept?

n=37



In what setting(s) does your agency/organization provide assistance?

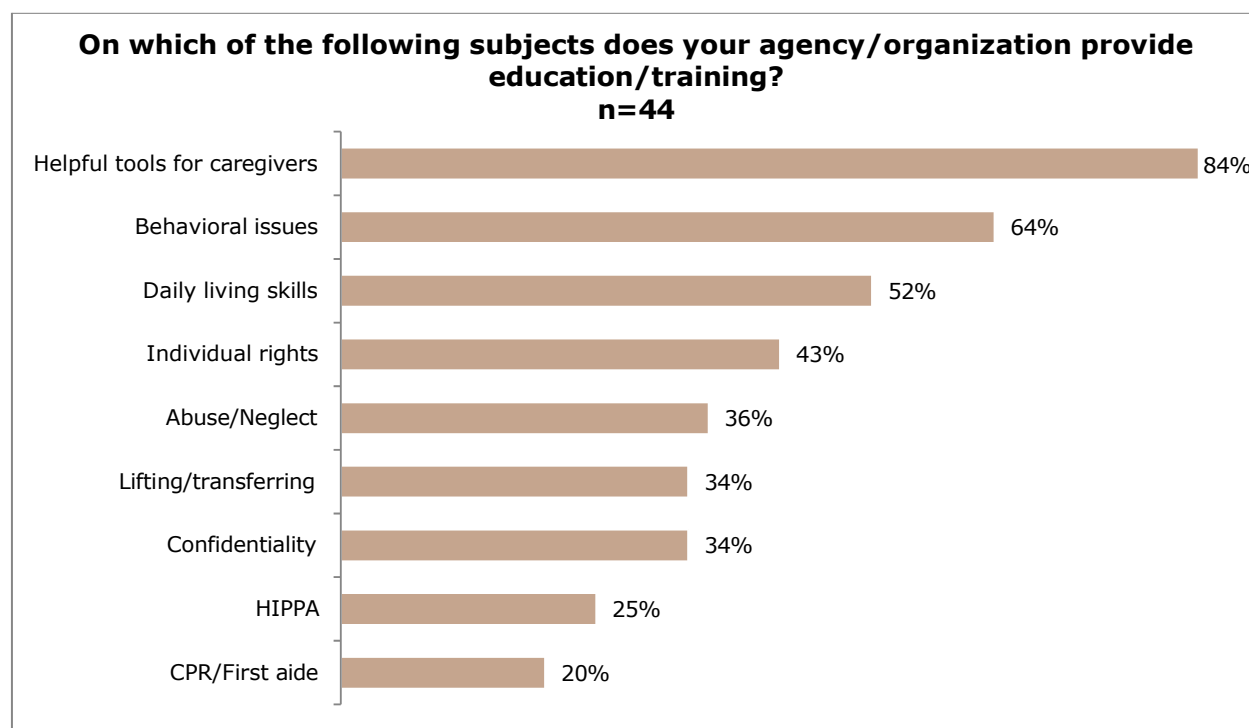
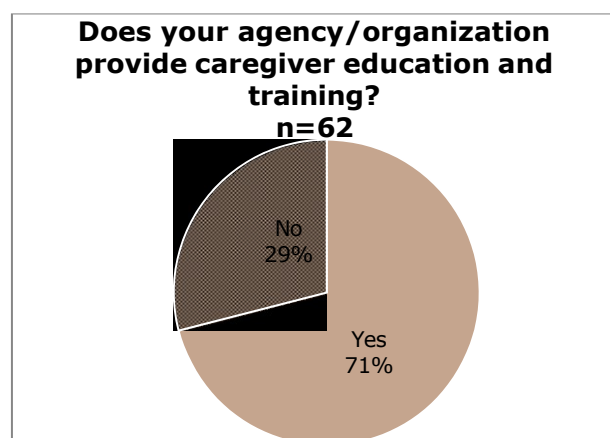
n=37



CAREGIVER EDUCATION AND TRAINING SERVICES

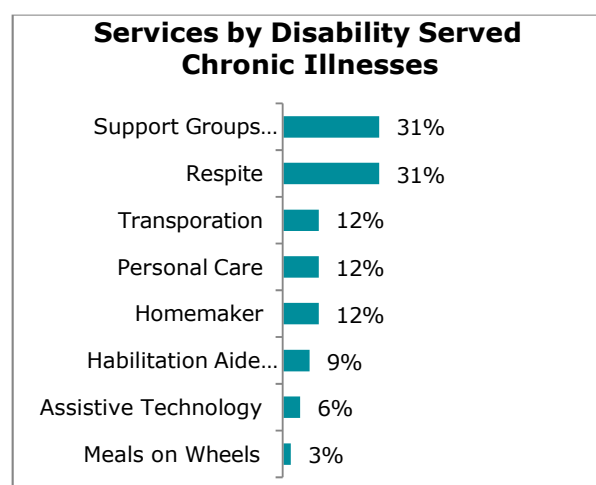
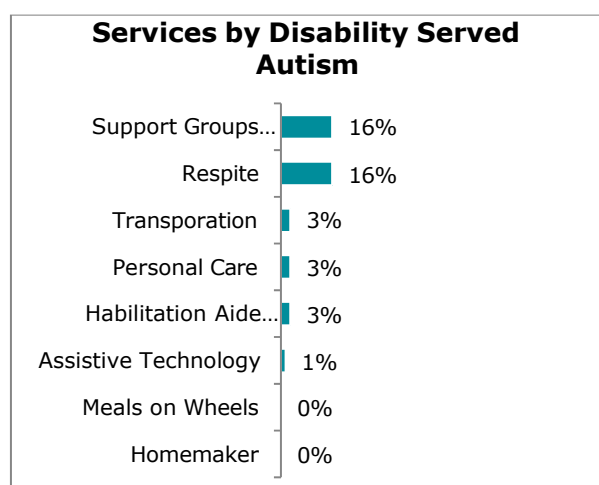
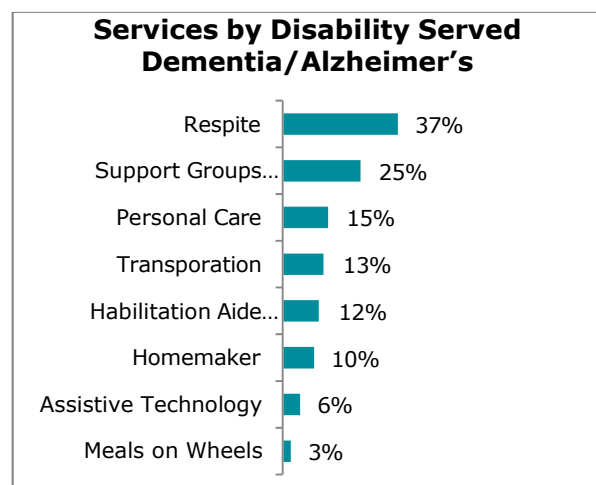
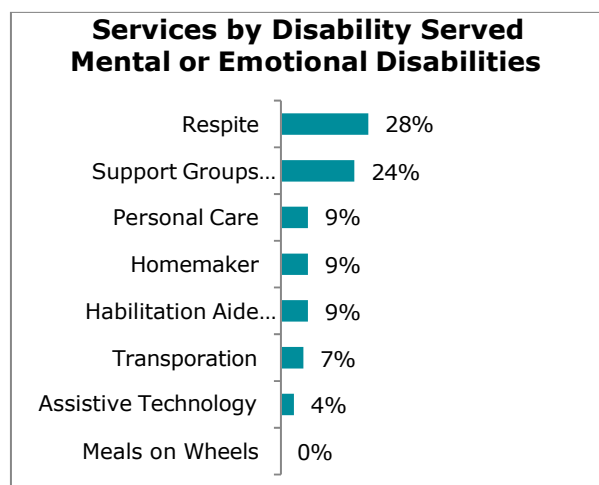
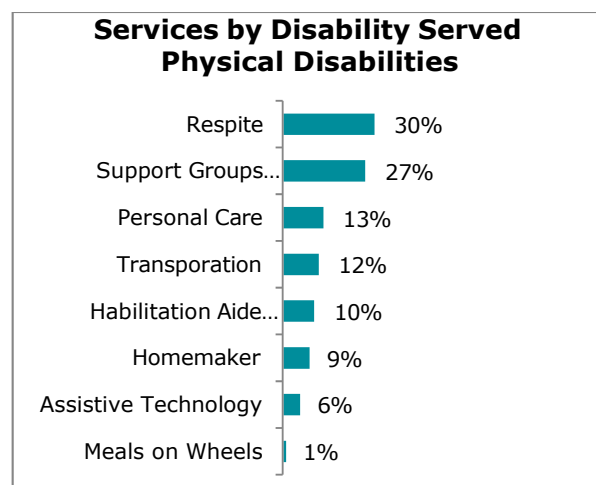
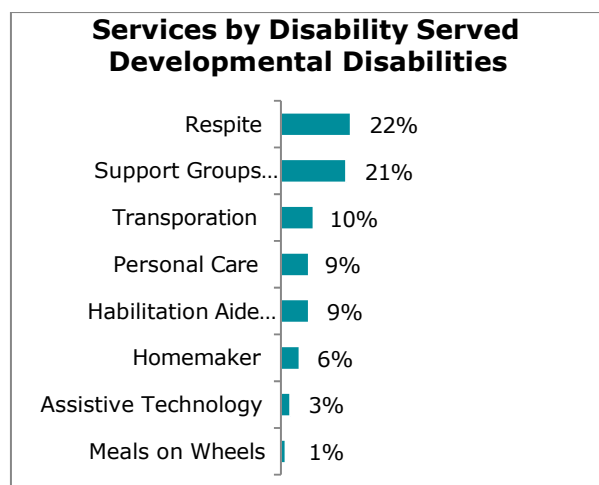
All respondents were asked if their agency/organization provides Caregiver Education and Training Services. For those indicating providing the service, a single question was asked about the subjects of the education/training their agency/organization provides.

Over half of the respondents indicated their agency/organization provides caregiver education and training (71%). Of those who provide these services, they will most commonly cover the subjects of helpful tools for caregivers (84%), behavioral issues (64%), and daily living skills (52%).



Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

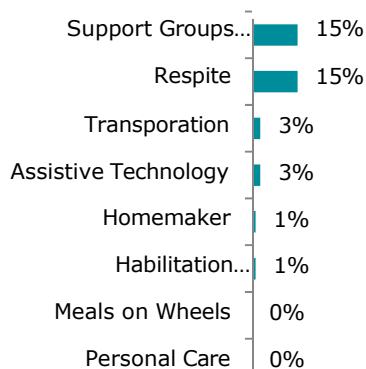
SERVICES BY TYPE OF DISABILITY SERVED



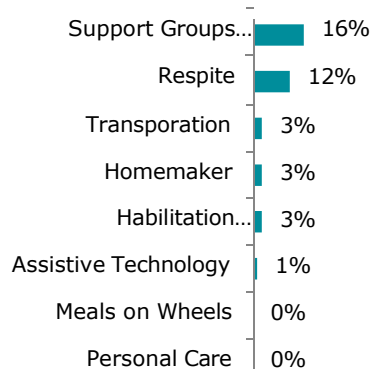
Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

SERVICES BY AGE

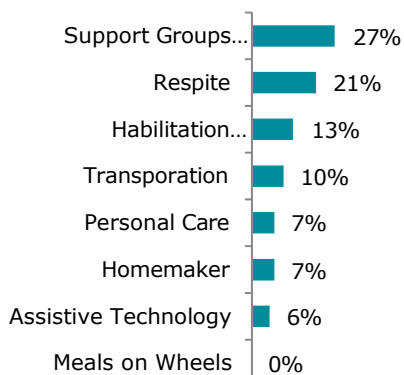
Services by Age Served Children (birth to 12 years old)



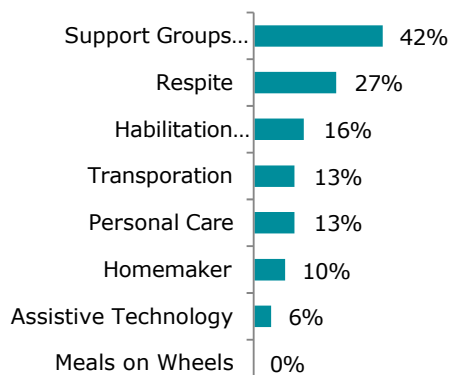
Services by Age Served Adolescents (13 to 19 years old)



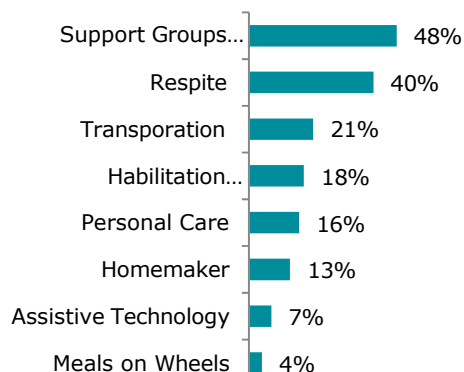
Services by Age Served Young Adults (20 to 40 years old)



Services by Age Served Adults (40 to 60 years old)

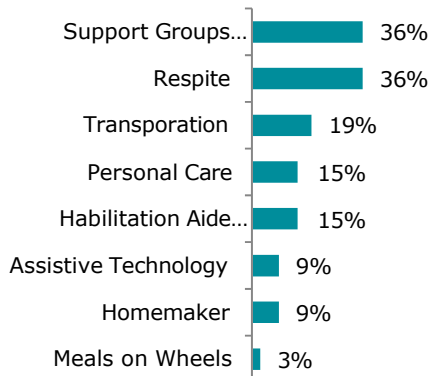


Services by Age Served Seniors (60 + years old)

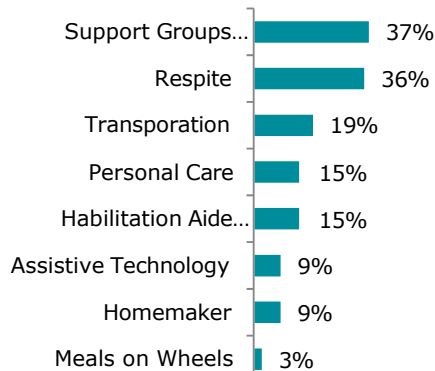


SERVICES BY AVAILABILITY

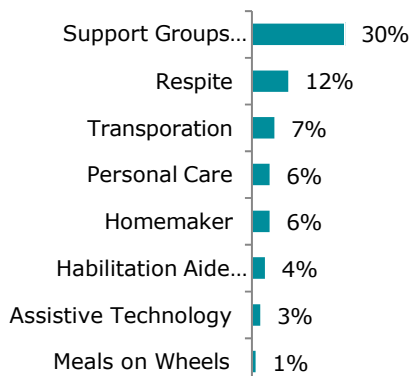
Services by Availability Mornings



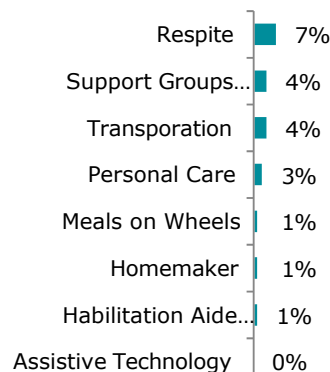
Services by Availability Afternoons



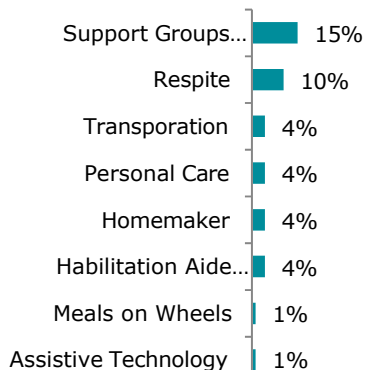
Services by Availability Evenings



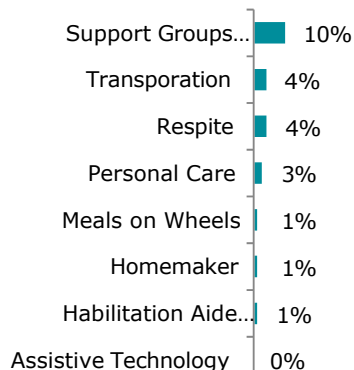
Services by Availability Overnight

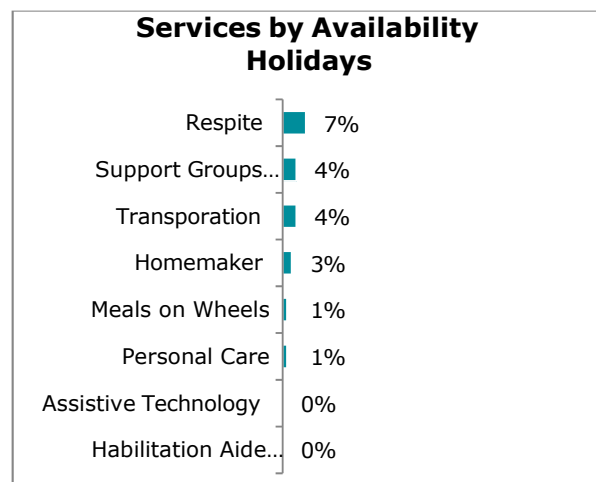
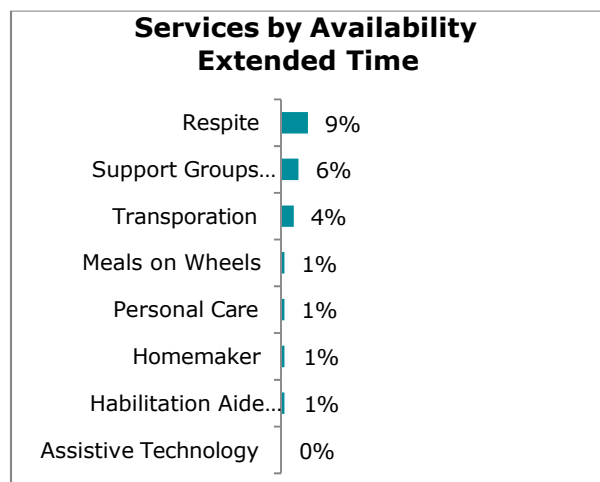


Services by Availability Weekends



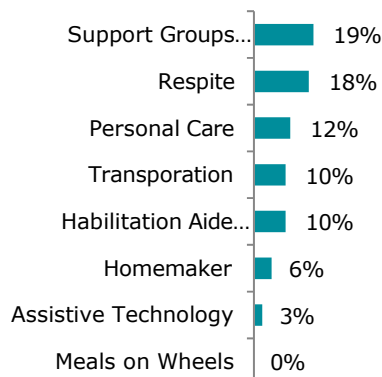
Services by Availability Emergency Situations



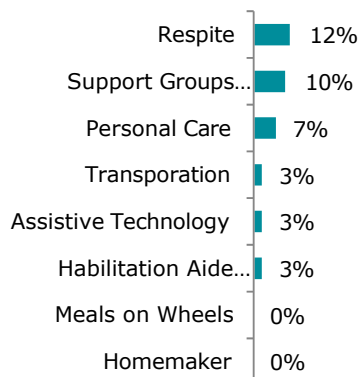


SERVICES BY PAYMENT TYPE

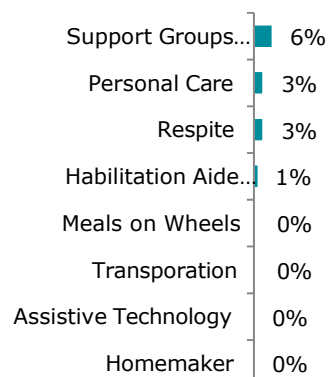
**Services by Payment Type
Private Pay**



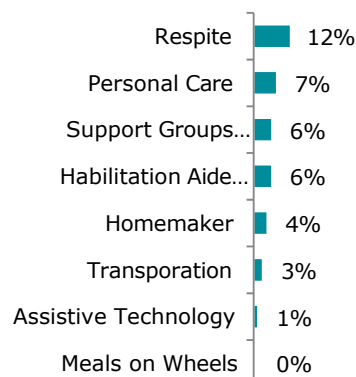
**Services by Payment Type
Medicaid**



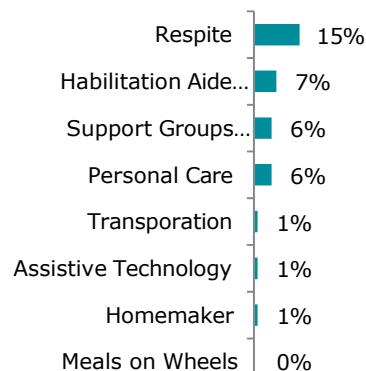
**Services by Payment Type
Medicare**



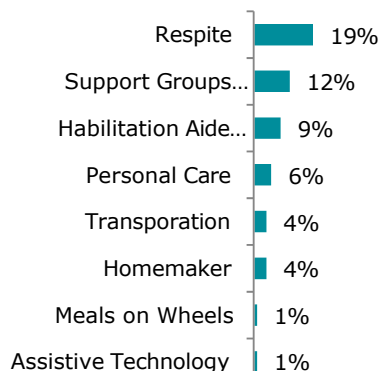
**Services by Payment Type
Long Term Care Insurance**



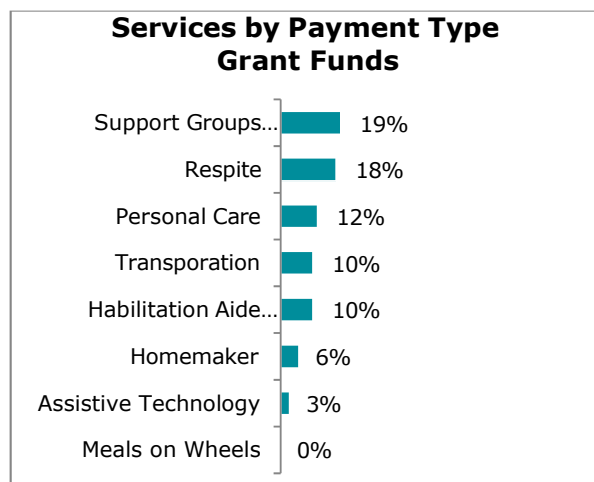
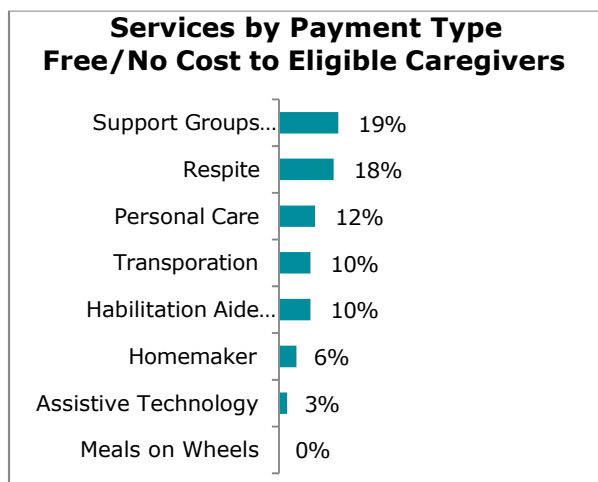
**Services by Payment Type
Developmental Disability Funds**



**Services by Payment Type
Area Agency on Aging Funds**

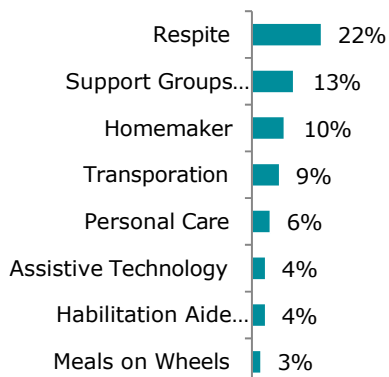


Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

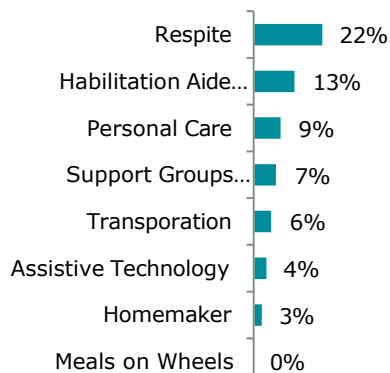


SERVICES BY SETTING

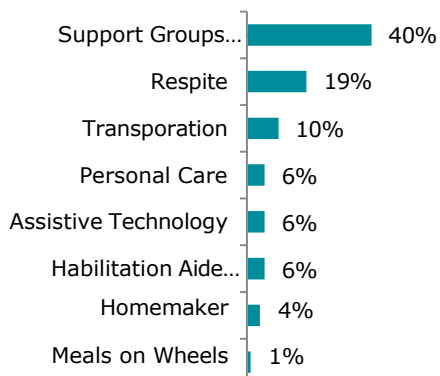
**Services by Setting
In Home**



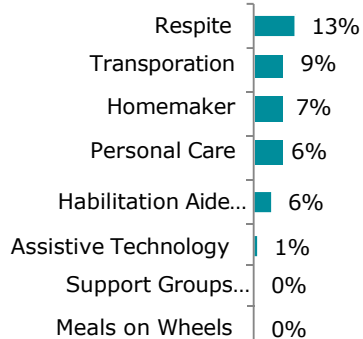
**Services by Setting
Child/Adult Day Care**



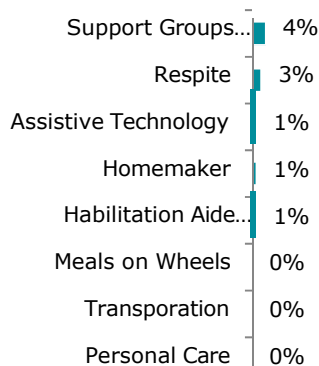
**Services by Setting
Community Setting**



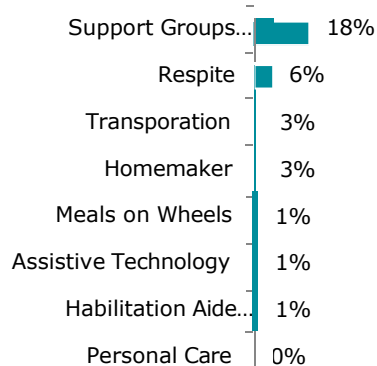
**Services by Setting
Residential, Group Homes, and/or
assisted living**



**Services by Setting
Licensed Foster Care Homes**



**Services by Setting
Child/Adult Day Care**





Comparison of Survey Results

Lifespan Respite Grant

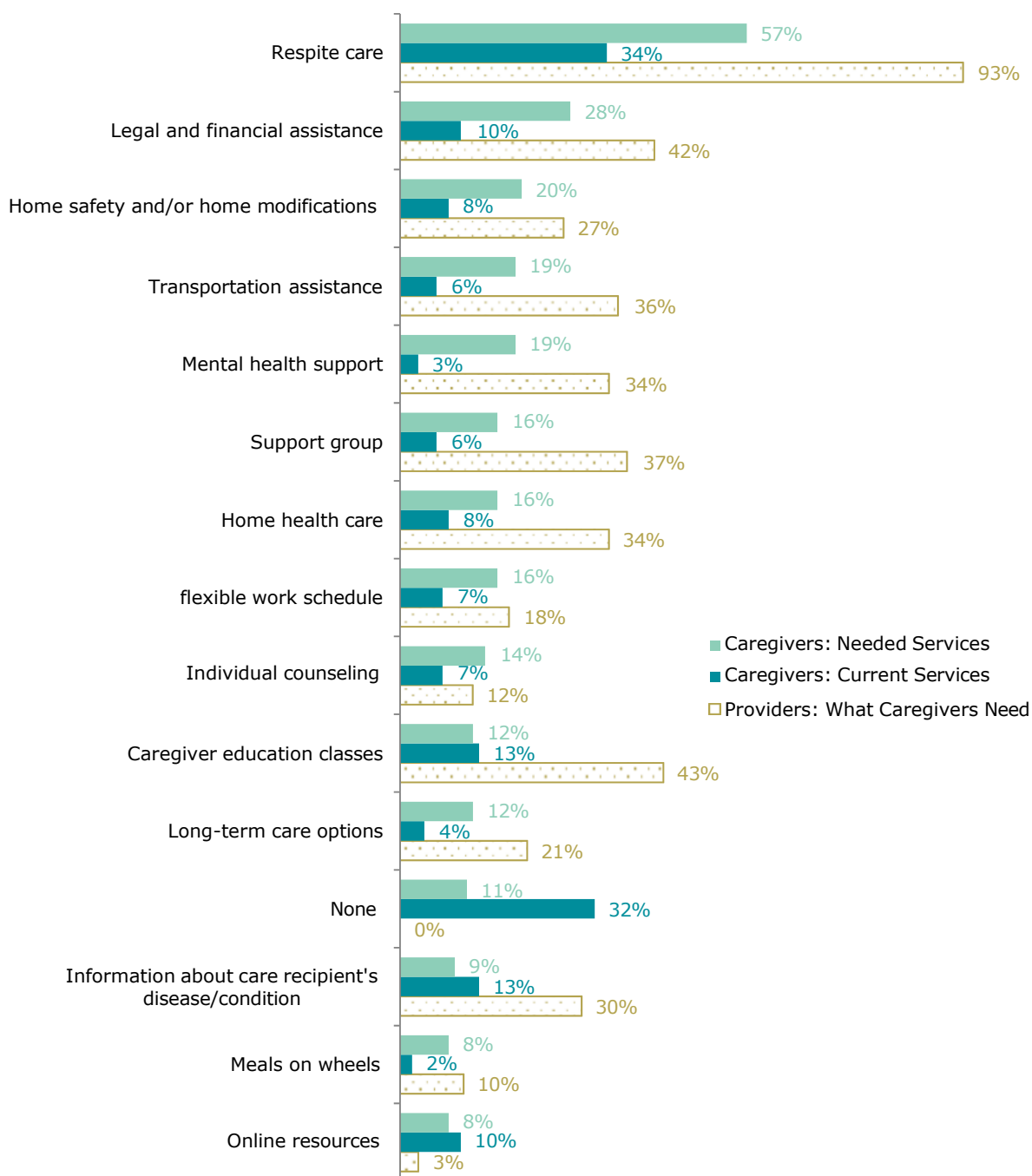
The chart below compares the services caregivers currently receive, services caregivers indicated they wished they had, and services that providers indicated that caregivers need. For both caregivers and services providers, respite is the most used and needed service. Legal and financial assistance received the second highest responses for services caregivers wished they had.

It should be noted that caregiver education classes is the most provided service based on Provider Surveys. Caregiver Educations Classes received the second highest responses from Providers indicating which services they felt caregivers needed. However, these services ranked much lower for the services caregivers currently receive and services they wish to receive.

It should also be noted that 48% of caregivers indicated caring for an individual under the age of 18; however the agencies/organizations providing services indicated serving primarily individuals over the age of 20.

Overall, providers indicated caregivers needed more services than caregivers indicated they needed.

Comparison of Caregiver Current Support, Caregiver Resources Needed, Provider Opinions of What Services are Needed



Footnote: It should be noted that percentages may represent multiple individuals from within the same agency, meaning that results may overestimate the number of services available to caregivers

PART IV – Performance Measures

INDIVIDUAL & FAMILY ADVOCACY

___ IFA 1.1 The number of people with developmental disabilities who participated in the contractor's project activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

125 IFA 1.2 The number of family members who participated in the contractor's project activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems. **Life course respite tools, service navigation**

___ IFA 2.1 After participation in the contractor's project activities, the percentage of people with developmental disabilities who report increasing their advocacy as a result of Council work. This measure will require a baseline percentage and post-activity percentage.

90% IFA 2.2 After participation in the contractor's project activities, the percentage of family members who report increasing their advocacy as a result of contractor's work. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

90% IFA 2.2.1 The percentage of people who are better able to say what they want or say what services and supports they want or say what is important to them. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

40% IFA 2.2.2 The percentage of people who are participating now in advocacy activities. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage. **DDCO consumer survey**

___ IFA 2.2.3 The percentage of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. This measure will require a baseline percentage and post-activity percentage.

Note: The names of these boards/organizations must be reported.

90% IFA 3.1 The percentage of people with developmental disabilities satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. **DDCO consumer survey**

90% **IFA 3.2** The percentage of family members satisfied with a project activity. Percentage derived from total number of people who received a service or support as a result of the contractor's activities. **Post retreat survey**

SYSTEMS CHANGE

_____ **SC 1.1.1** The number of policy and or procedures created or changed.

_____ **SC 1.2.1** The number of statutes and or regulations created or changed.

_____ **SC 1.3.1** The number of promising practices created.

_____ **SC 1.3.2** The number of promising practices supported through Council activities.

_____ **SC 1.3.3** The number of best practices created.

_____ **SC 1.4.1** The number of people trained or educated through Council systemic change initiatives.

_____ **SC 1.5.1** The number Council supported systems change activities with organizations actively involved.

_____ **SC 2.1** The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute, or regulation changes.

_____ **SC 2.2** The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

_____ **SC 2.1.1** The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

_____ **SC 2.1.2** The number of policy, procedure, statute, or regulation changes implemented.

_____ **SC 2.1.3** The number of promising and/or best practices improved by systems change activities.

_____ **SC 2.1.4** The number of promising and/or best practices that were implemented.

KultureCity / Museum of the Great Plains in Lawton, Oklahoma

External

Museum Programs/Low Stimulus ×

**Uma Srivastava** <uma@kulturecity.org>

Attachme Wed, Dec 14, 2022, 1:00 PM

to me ☐

Kevin,

Thanks for reaching out to KultureCity!

The certification is 3 fold:

1. 50% of staff trained (30 min video + 10 question quiz; must score 80%+)
2. 5 bags, weighted lap pad, 4 types of signage sent
3. social story development

The pricing is:

* Year 1: \$750/per location (includes online training, 1 weighted lap pad, 5 sensory bags, necessary signage, social story development)

* Year 2 and onwards: \$500/annually per location (covers recertification training, app integration and signage replacement)

* Additional bags can be purchased for \$30/bag

* Weighted lap pads can be purchased for \$40/pad

Let me know if you have any questions!

Chat soon!

Uma

--



International Board of Credentialing and Continuing Education Standards

4651 Salisbury Rd, Ste 340, Jacksonville, FL 32256 US

Phone (877) 717-6543 | Fax (888) 959-6067

IBCCES**Proposal Date: 8.29.2022****Expiration Date: 9.31.2022****PROPOSAL**

TO:	ACCOUNTING/BILLING CONTACT:
Kevin Lawrence, Assistant Director Museum of the Great Plains 601 NW Ferris Ave Lawton OK 73507 580-581-3460 x104 kevin.l@discovermgrp.org	Contact Name Address Telephone Email City, State, Zip Code

IBCCES CONTACT

Brianna Angulo | Brianna@ibcces.org | 904.428.0980

QTY	DESCRIPTION	RATE PER UNIT	DISCOUNT PER UNIT	TOTAL
1	Certified Autism Center designation (after 80% training requirement met - xx staff)	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
3	Autism Certificate (Hospitality) - 8 CE autism training and certification	\$ 250.00	\$ 25.00	\$ 675.00
2	Management/supervisors - 4 CE autism sensitivity and awareness training	\$ 99.00	\$ 10.00	\$ 178.00
7	Front line/seasonal guest-facing staff - 30min autism sensitivity & awareness training	\$ 50.00	\$ 25.00	\$ 175.00
0	Onsite audit - onsite review, comprehensive report + sensory guides (does not incl. travel expenses)	\$ 5,000.00	\$ -	\$ -
TOTAL BEFORE DISCOUNT				\$ 6,298.00
TOTAL DISCOUNTS				\$ 2,770.00
TOTAL				\$ 3,528.00

CAC REQUIREMENTS

- Dedicated to serving individuals with autism
- At least 80% of customer-facing staff is trained and certified in autism
- Committed to ongoing training
- CAC designation is valid for one (1) location/organization and is non-transferable. Earning a CAC does not allow for "train the trainer" or for a CAC to designate another individual or organization as a CAC
- CAC designation must be renewed every 2 years (based on date of purchase)

CAC DELIVERABLES

- Framed Certification (1)
- Press Release for distribution
- Digital Certification Badge for display on website
- Listing on Registry and website as a CAC

CAC PROCESS

- Once proposal is signed, IBCCES will generate an invoice
- Once payment or purchase order is received, access to training will be implemented via direct email to applicants or a landing page
- All participating staff/applicants must complete training & pass an online competency exam
- If an onsite review is part of package, IBCCES will schedule onsite visit upon payment
- After 80% training requirement is met or exceeded, CAC designation will be awarded
- IBCCES will collaborate with partner for press announcement and communication best practices

Terms and Conditions

These terms and conditions (the "Terms and Conditions") govern your use of the Content (as defined herein) and all other matters related to your CAC designation with International Board of Credentialing and Continuing Education Standards, LLC ("IBCCES"). In the event of any conflict between these Terms and Conditions and the proposal, the terms of these Terms and Conditions shall control.

Financial

You agree that you will pay for all products and services you purchase from IBCCES, and that IBCCES may charge your payment method for any products purchased and for any additional amounts (including any late fees, as applicable) that may be accrued by your account with IBCCES ("Account"). YOU ARE RESPONSIBLE FOR THE TIMELY PAYMENT OF ALL FEES AND FOR PROVIDING IBCCES WITH A VALID PAYMENT METHOD FOR PAYMENT OF ALL FEES. Payment or a purchase order number is required to be implemented in our program. This ensures you have a seat reservation for the training, certification and/or exam

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You understand that the credential does in any way provide permission to practice outside the scope of your professional license. IBCCES assumes no liability for your irresponsible practice or behavior. You are expected to seek continuing education that will enhance the care and/or education for students and/or clients entrusted to your care. You maintain your certification by staying current with the following continuing education requirements based on your certification:

 Initials

Certified Autism Center Badge (logo)

Consumers have come to know and trust the Certified Autism Center (CAC) Badge (the “Badge”). Under the License granted herein, you may use this Badge in your print and broadcast advertisements, on your invoices and business cards, in brochures and on your website to provide a favorable first impression to consumers. Please note, however, in no way does IBCCES guarantee or promise any increase in consumer behavior as a result of such actions. If you apply and are approved as a certified center, you will receive an official Badge with CAC number and be awarded the Certified Autism Center designation for your location (which may not be transferred). You will be added to the AutismTravel.com website as a Certified Destination. Additionally, your location will be linked to the Certified Autism Center page in the IBCCES monthly Newsletter that goes out to all our credentialed professionals.

Professional Competence and Integrity

You will not engage in any activity outside of the scope of limitations set forth by your professional license and you will not engage in a treatment, therapy, or activity outside of your professional training or comfort. Any such activity may result in immediate revocation of certification. You acknowledge that IBCCES is not liable for your actions or results of your actions at any level and you accept full responsibility for acquiring and maintaining the necessary training to successfully complete your job. You will not make guarantees on any specific treatment or approach but may provide reasonably expected outcomes. You will actively be engaged in increasing your level of knowledge and training in applicable treatment, care, and applicable strategies at a minimum of a biennial period. You will represent yourself in an honest and straightforward manner with clients, guardians, supervisors, colleagues, and IBCCES personnel. Fraudulent, deceit, misrepresentation, and illegal behavior are not tolerated by IBCCES and may constitute grounds for revocation of certification. Possessing an IBCCES credential does not insinuate in any way that you are an employee of IBCCES or have special clearance or authority beyond what is granted to you by your license, employer, or the institution in which you are working. Notwithstanding anything herein to the contrary, an IBCCES credential in no way imparts on you any license or credential to practice any type of profession beyond what you are licensed to practice by the appropriate governing board applicable to your profession. You represent and warrant to IBCCES that you possess a valid and up-to-date license issued by the appropriate governing board applicable to your profession and will maintain such license during your certification.

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Indemnity

You agree to defend, indemnify, and hold IBCCES, its members, managers, officers, employees, contractors, agents, licensors, affiliates and suppliers, harmless from and against any and all claims, actions or demands, liabilities and settlements, including without limitation, reasonable legal and accounting fees, resulting from, or alleged to result from: (i) your violation of these Terms and Conditions; and (ii) any personal injury, including death, or damage to property of a patron, invitee, guest, employee or contractor of or at your facility.

Governing Law and Venue

These Terms and Conditions are governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. If any provision of these Terms and Conditions is found to be invalid by any court having competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of these Terms and Conditions, which shall remain in full force and effect. No waiver of any of these Terms and Conditions shall be deemed a further or continuing waiver of such term or condition or any other term or condition. You expressly agree that exclusive venue for any dispute under these Terms and Conditions or in any way relating to your use of the Content will be in the courts in Duval County, Florida and you further agree and expressly consent to the exercise of personal jurisdiction in the courts of the State of Florida in connection with any such dispute.

To accept, please sign and return and/or submit a purchase order to accounting@ibcces.org.

Signature / Title

Date

View results

Respondent

6

Anonymous

411:09

Time to complete

Part 1 - Contact Information

1. What is today's date?

3/16/2023



2. Full Legal Name *

Kevin A. Lawrence

3. Mailing Address *

601 NW Ferris Ave

4. City *

Lawton

5. State *

OK

6. Zip *

73507

7. Email *

Kevin.L@DiscoverMGP.org

8. Phone number *

580-581-3460 x 104

9. Website

DiscoverMGP.org

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To qualify for funding, projects must meet the goals in the 5 Year DDCO State Plan. The state plan is available for review <https://okddc.ok.gov/state-plan>.

10. Select the goal your project will be addressing. *

- ☐ Goal 1: Advocacy and Self-Advocacy Skills Improvement Individuals with developmental disabilities and their families will be skilled and empowered advocates and leaders in individual and systems change advocacy.
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I am the Assistant Director of the Museum of the Great Plains. The location of the event

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A free quarterly event where the museum is open only to those who are members of the neurodiverse community. The museum will undergo two certifications (KultureCity and IBCCES) to ensure employees have the proper training to interact with the neurodiverse community.

15. Has a needs assessment been completed? If no, why not?

No: With about 15% of the total population thought to be neurodiverse, I assumed that all areas will need a program like this. As the only public museum in the area, this event will be one of a kind.

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Museum of the Great Plains
Kevin Lawrence (Asst. Director)
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Erica Barnes (Facilitator)
Front Desk Employee

17. Describe the experience and qualifications of the persons and or organization proposed to provide goods and services associated with the proposal. *

As of now the only qualification is that the Asst. Director is neurodivergent. However, in the proposal are two certifications that the entire staff will take part in.

18. Describe how the proposal will help DDCO meet the goals in the 5 Year DDCO State Plan found at www.okddc.ok.gov *

This program will meet Goal 3 Objective 5: By 2026, individuals with developmental disabilities will have greater opportunities for meaningful friendships and relationships, recreation activities and social inclusion in their communities. The museum will provide a safe and understanding environment where those who are neurodiverse can establish friendships, have fun and practice/learn new social clues and inclusion techniques.

19. Define the benefitting population targeted by describing the age, region, familial status, learning or support needs, type of disability. *

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The target audience will be anyone who is neurodiverse. The events impact will be seen in the enjoyment and interaction of those who participate. The impact will be more interaction, and better the learning of social cues.

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The event will allow families to interact with those who understand what they are going through, and allow those who are neurodiverse to practice their interaction skills

22. Is the proposal a duplication or expansion of work already being done in Oklahoma or elsewhere ? If yes, describe what is being duplicated and what makes this project unique or different.

*

The event maybe, however I am unaware of anyplace doing this. This is a unique event because the museum serves many underprivileged cities and towns in southwest Oklahoma, an area where there is not many events or locations that cater to the neurodiverse.

23. Will the proposed project use current best practices in the field of developmental disabilities ? If yes, explain what they are and how they will be incorporated. Please cite source material.

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Communication: Although we will have cards with various emotions and needs on them, this environment also allows for communication without having to yell.

24. When the work is complete, how will it have provided systems change to programs or services for people with developmental disabilities? *

The project will not provide a system change, it is more a program to help with social integration.

25. Will the proposal be implemented or offered statewide? If no, define the counties and cities served and the rationale for why these locations were selected.

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No this is a regional event. The museum serves Comanche, Cotton, Stephens, Caddo, and Kiowa counties. The towns/cities served include Lawton, Apache, Geronimo, Indianola, Elgin and Fletcher to name a few. However the museum and its staff will be available if any other entity would like to follow in its footsteps

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The DDCO is required to provide performance measure reports to evaluate the effectiveness of our activities. As a result, DDCO requires contracted vendors to submit performance measure reports prior to receiving final payment. Performance reports include actual counts and / or the collection of survey information. As a required component of the application, provide projected data for the following performance measures. (Not all measures are applicable. You may identify measures not applicable to this application as "N/A to this activity") All contractors will be required to collect baseline data to evaluate outcomes.

26. INDIVIDUAL & FAMILY ADVOCACY: The number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

The value must be a number

27. INDIVIDUAL & FAMILY ADVOCACY: The number of family members who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems.

The value must be a number

28. INDIVIDUAL & FAMILY ADVOCACY: After participation in Council supported activities, the percent of people with developmental disabilities who report increasing their advocacy as a result of Council work.

The value must be a number

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The value must be a number

30. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them.

The value must be a number

31. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are participating now in advocacy activities.

The value must be a number

32. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

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33. INDIVIDUAL & FAMILY ADVOCACY: The percent of people with developmental disabilities satisfied with a project activity.

The value must be a number

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The value must be a number

35. SYSTEMS CHANGE: The number of policy and or procedures created or changed.

The value must be a number

36. SYSTEMS CHANGE: The number of statutes and or regulations created or changed.

The value must be a number

37. SYSTEMS CHANGE: The number of promising practices created.

The value must be a number

38. SYSTEMS CHANGE: The number of promising practices supported through Council activities.

The value must be a number

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43. SYSTEMS CHANGE: The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

The value must be a number

44. SYSTEMS CHANGE: The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

The value must be a number

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The value must be a number

46. SYSTEMS CHANGE: The number of promising and/or best practices improved by systems change activities.

The value must be a number

47. SYSTEMS CHANGE: The number of promising and/or best practices that were implemented.

The value must be a number

Additional Requirements for funding

48. FINACIAL INFORMATION: Include a detailed revenue and expenditure budget, in a proper accounting format, detailing the total costs and revenues of the proposal.

Identify the amount requested from DDCO within the context of the budget.
DDCO requires a match of 25%. Specify the source of this match.

Identify projected funding sources not currently in place.

Provide a narrative explaining each category of expenditure and source or revenue associated with the project. Revenue sources include but are not limited to conference registration fees, third party grants, booth rentals, in-kind contributions, etc.

If space does not permit the details necessary, please email to DDCOGrants@okdhs.org. Include the Project Name in the subject line. *

Kulture City Certification \$750 1 \$750
IBCCES Certification \$3500 1 \$3500
Maintain Sensory Bags \$25 30 \$750
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Assistant Director (per hour) \$21.66 12 \$260
Front Desk Clerk (per hour) \$15.00 12 \$180
The employee hours will serve as the in-kind contribution.
There will be no revenue, the event will be free

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Neuro-Night is a free, quarterly event where the Museum of the Great Plains caters to those in the neurodiverse community. We have sensory bags available to borrow, and two facilitators located in the gallery in case help is needed.

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Typically, DDCO will fund an activity for a maximum of five (5) years. Projects continuing for more than five years are expected to be self-sustaining by the end of the contract period. Include a detailed plan and timeframe for the project to become self-sustainable, including projected budgets, identified partners, and annual funding goals for each year.

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A logic model is a tool used by DDCO to evaluate the effectiveness of the program. An example is included, or you may use one of the many formats found by Googling "logic model."

52. Are you a registered vendor with the State of Oklahoma: *

☒ Yes

☐ No

53. Is the proposed vendor applicant an IRS Registered 501(c)3: *

☒ Yes

☐ No

54. Is the proposed vendor a Government entity: *

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☒ No

55. If yes, in question 52, provide form of government and name of entity

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☒ No

61. Social Security or FEI Number: *

731542696

The value must be a number

Contact information

62. Name of individual with contract signatory authority / title / Phone number / email address *

Kevin Lawrence/Assistant Director/580-581-3460x 104/Kevin.L@DiscoverMGP.org

63. Primary Contact: Name of individual to contact regarding contract performance & operations / Title / Phone number / E-mail address *

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Kevin Lawrence/Assistant Director/580-581-3460x 104/Kevin.L@DiscoverMGP.org

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Kevin Lawrence/Assistant Director/580-581-3460x 104/Kevin.L@DiscoverMGP.org

View results

Respondent

6

Anonymous

411:09

Time to complete

Part 1 - Contact Information

1. What is today's date?

3/16/2023



2. Full Legal Name *

Kevin A. Lawrence

3. Mailing Address *

601 NW Ferris Ave

4. City *

Lawton

5. State *

OK

6. Zip *

73507

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☐ Yes

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61. Social Security or FEI Number: *

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62. Name of individual with contract signatory authority / title / Phone number / email address *

Kevin Lawrence/Assistant Director/580-581-3460x 104/Kevin.L@DiscoverMGP.org

63. Primary Contact: Name of individual to contact regarding contract performance & operations / Title / Phone number / E-mail address *

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64. Legal Notices: Name of individual to send legal notices / Title / Phone number / E-mail Address *

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